

Butte County



**2000-2001
Occupational Outlook & Training Directory**

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***BUTTE COUNTY
2000 - 2001***

A PRODUCT OF

The California Cooperative Occupational Information System

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Private Industry Council of Butte County (<http://www.ncen.org/butte/home.htm>)

California Occupational Information Coordinating Committee (<http://www.soicc.ca.gov>)

Employment Development Department – Labor Market Information Division (<http://www.calmis.ca.gov>)

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Providing services of the Private Industry Council, Employment Development Department, CalWORKS, Butte County Regional Occupational Program, Butte County Department of Social Services, Butte Community College, California Department of Rehabilitation, California Human Development Corporation, Valley Oaks Children's Services, and Green Thumb.

Oroville CEC
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Providing services of the Private Industry Council, Employment Development Department, Paradise Adult School, and Butte County Regional Occupational Program.

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AREA PROFILE

Butte County is situated on the east side of Northern California's Sacramento Valley. The surrounding counties include Plumas on the northeast, Yuba on the southeast, Sutter and Colusa on the southwest, Glenn on the west, and Tehama on the northwest. The county covers 1,675 square miles.

Rising from the Sacramento River, its western boundary, to the Sierra Nevada mountains, its eastern perimeter, Butte County elevation spans from 60 to over 7,000 feet above sea level and has a considerable variation in climate. Summers at the lower elevations are dry and warm, with temperatures at times topping 100 degrees. The valley winters are mild, with occasional frosts. At the higher elevations, on the other hand, temperatures are generally cooler throughout the year, and winter brings regular snowfall.

The portion of the county lying in the Sacramento Valley has ideal conditions for agriculture. More than 40% of the land area in Butte County is utilized for farming. Grains, fruits, and nuts are the most important crops. Rice and almonds each account for more than 25% of the dollar value of the county's agricultural production. Walnuts, prunes, kiwifruit, peaches, and olives account for significant commodity revenue as well.

Major transportation routes in the county include State Highways 99 and 70. Two railroad lines pass through the county.

The five incorporated cities in Butte County are Paradise, Chico, Oroville, Gridley, and Biggs. Chico is the county's largest city and is an urban center for the surrounding agricultural area. California State University at Chico, with an enrollment of just under 15,000 students, is located here. Bidwell Park in Chico is the third-largest city park in the world. From the university campus, the park extends 12 miles along both sides of Big Chico Creek.

The city of Paradise was incorporated during 1979 and is the second largest city in Butte County. Located 16 miles northeast of Chico, Paradise is mainly a residential community.

Oroville, the county seat and third largest city, is located near the site of the Oroville Dam, the world's largest earth-filled dam. The major industries of the Oroville area are agriculture, food processing, and the services associated with the surrounding recreational area. Located near Oroville are the farming and food processing communities of Biggs, Palermo, Richvale, and Gridley.

As of January 1, 2000, it is estimated that Butte County's population is 204,000, an increase of 1.90% over the previous year's revised estimate of 200,200. This rate is slightly higher than California's population growth rate of 1.69% over 1999.

Source: Employment Development Department / Labor Market Information Division

WHO ARE WE?

The Private Industry Council of Butte County (PIC) is a Private Non-Profit Corporation. It is jointly governed by a 19-member Private Industry Council Board and the Butte County Board of Supervisors. The Private Industry Council administers Federal and State Job Training funds for employment and job training and related programs and services.

The PIC is also a member of the Northern California Employment Network (NCEN). NCEN is a consortium of publicly funded employment programs providing a comprehensive array of employer and job seeker services in the counties of Butte, Colusa, Del Norte, Glenn, Lake, Lassen, Modoc, Plumas, Siskiyou, Sutter, Tehama, Trinity, and Yuba.

MISSION STATEMENT

It is the intent of the Butte County PIC to:

- Encourage better use of resources through coordination and integration of goods and services;
- Make education, job training, and employment services universally available and accessible to all residents in Butte County;
- Assist partner staff in their efforts to continually improve the quality of local programs and services;
- Increase regional access to information and enhance our ability to communicate through increased automation capacity and Internet connectivity.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Butte County Private Industry Council and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is the fifth year that Butte County has participated.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Butte County. This year's report is comprehensive. You will find summaries of 60 occupations surveyed between April and September of 1998, 1999, and 2000, respectively. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. It is a partnership of state and local agencies that produces local occupational and labor market information. The CCOIS is a statewide program that is operational at 35 sites that represent 58 counties throughout California. The local agencies, referred to as “local partners”, consist of Workforce Development Boards, local Workforce Investment Boards and other workforce investment agencies, and Economic Development Agencies. At the state level, the Employment Development Department provides technical and financial assistance to the Local Partners and administers the CCOIS under the advisement and policy guidelines of the California Occupational Information Coordinating Committee (COICC).

The *2000/2001 Butte County Occupational Outlook & Training Directory* is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the new *Workforce Investment Act (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States.

The *Welfare to Work Act of 1997 (CalWORKs)*, establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the Butte County populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations that are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, educational institutions, the PIC, and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 60 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database that generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 60 occupations surveyed.
- **Report Distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, the library systems throughout the County, and various other social service agencies.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 2000/2001 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

OCCUPATIONAL TITLES, CODES AND DEFINITIONS

Most occupations surveyed in this report have a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles. A few occupational definitions not identified with an OES code usually reflect an attempt to survey an occupation that the OES system either doesn't identify or doesn't define sufficiently. Because of the lack of OES projections data, these "Non-OES" occupational surveys sometimes lack the reliability of a standard OES occupational survey.

EMPLOYER REQUIREMENTS

- **Education and Training & Experience:** Survey responses to questions regarding education, training, and work experience needed to obtain employment are summarized here. Employers are asked about education and training prerequisites. Additionally, employers are asked if they require work experience and what type of experience is required. When appropriate, occupational summaries may be supplemented by

State requirements from the most recent publication of the *California Professional & Business License Handbook, August 1999*.

Note: The new questionnaire for Program Years 1999 and 2000 asks for the level of education that the firm requires for the survey occupation. For occupations studied in 1999 and 2000, while minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe for occupations studied are as follows:

All: 100% of survey responses

Almost All: 80% up to but not including 100%

Most: 60% up to but not including 80%

Many: 40% up to but not including 60%

Some: 20% up to but not including 40%

Few: less than 20% of the survey responses

- **Skills and Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed and skills important for career advancement. As skills are widely recognized as being

transferable in nature, employers' responses in Program Year 2000 are supplemented-- when appropriate--with skills from the Occupational Information Network (O*NET), a comprehensive database of worker attributes and job characteristics. O*NET is being developed as a timely, easy-to-use resource that supports public and private sector efforts to identify and develop the skills of the American workforce. Additionally, employer-specified skills provided by LMID are also included in this section.

WAGES AND BENEFITS

- **Wages:** The purpose of this section is to report the approximate wage ranges and medians for the occupations and to provide a rough measure for comparing the wages of various occupations. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons who have had at least three years of experience in the occupation with that employer.

One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80%, and there is no violation of confidentiality.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication

of precision (wages rounded to the nearest quarter are still considered to be representative).

- **Hours Worked:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. If the distribution is less than 20%, it is considered negligible for the purposes of this section, thus generally not reported.
- **Benefits:** This section presents the types of fringe benefits employers' offer. Information is presented on the percentage of employers providing each of the benefits to their employees, identifying who pays the benefit (employer paid, shared cost, or employee pays all) for full-time employees. When part-time employment is a significant percentage of the occupational total (20% or more), this breakdown shall also be reported.

EMPLOYMENT TRENDS

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list the three most successful recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

For occupations studied in 1998, the following terms are used to describe the difficulty in finding applicants:

Great Difficulty: Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.

Some Difficulty: Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

Little Difficulty: Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.

No Difficulty: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

For occupations studied in 1999 & 2000, the following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Recruitment Methods:** Employers are asked to indicate their most successful hiring methods.
- **Employer Responses:** Displays the number of useable surveys received from the employer community and their total number of employees represented for the specific occupation.
- **Size of Occupation & Projections:** This section presents the seven-year growth and job openings projections provided through the LMID OES program. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the consortium. For occupations studied in 1998 and 1999, the following scale is used to measure occupational size:

Small	Less than 92
Medium	92 - 183
Large	184 - 397
Very Large	398 and above

For occupations studied in 2000, the following scale is used to measure occupational size:

Small	Less than 101
Medium	101 - 202
Large	203 - 438
Very Large	439 and above

Occasionally, LMID projection data may differ from the data employers provide. The data are different because occupational

projections reflect historical trends so that the future is expected to be like the past. The growth or decline in occupational projections is a factor of the growth or decline in industries.

- **Gender:** This section presents the distribution of male and female employees as reported by firms responding to this survey.
- **Growth Trends:** This is an overview of projected new job growth rates in relation to the overall new job growth rate (18.7% for period 1995 – 2002, and 10.9% for period 1997 – 2004) for the county. The following terms are applied to the occupational growth trends in Butte County:

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to but not including 1.50 times average
Average:	0.90 to but not including 1.10 times average
Slower than average:	0.10 to but not including 0.90 times average
No Significant Change:	-0.10 to but not including 0.10 times average
Slow Decline:	less than –0.10 times average

- **Where the Jobs Are:** This section identifies the major employing industries for each occupation, indicated by a

percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.

OTHER INFORMATION

- **Alternative Job Titles:** This section lists other job titles used by employers that meet the standard occupational definition.
- **Related DOT Code:** The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.
- **Nontraditional Occupations** are those in which the Department of Labor classifies as fewer than 25% of the workers are female. For Program Year 2000, it is determined that this section be omitted, as gender information collected in one county may hardly be representative of aggregate information on a national scale.
- **Promotional Opportunities:** Employers are asked whether or not they promote employees to a higher level position. If so, we seek the occupational titles to which they may be promoted.
- **Turnover** is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled

over the last 12 months, divided by the total reported number of employees among firms responding to the survey.

For Program Years 1999 and 2000, it is determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgements to the report reader as to their meaning.

- **Unionization and Collective Bargaining:** Employers surveyed are asked if the wages for employees in the occupation are subject to a collective bargaining or union agreement.

***OCCUPATIONAL
SUMMARIES***

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a bachelor's degree. Some employers seek candidates who have received additional training in becoming Certified Public Accountants.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 12 - 60 months of experience as an accounting clerk, auditor, accountant, bookkeeper, or financial manager.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	65%
Life Insurance:	76%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	88%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Accountants & Auditors work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$18.82	\$11.26	\$11.51
New Hires, With Experience:	\$8.63 - \$30.14	\$16.40	\$22.82
After Three Years With Firm:	\$9.59 - \$33.56	\$18.70	\$31.32

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Accounting, Auditing, & Bookkeeping	16.20%
Government	10.00%
Services	8.50%
Retail Trade	7.30%
Finance, Insurance, & Real Estate	6.70%
Health Services	6.30%
Social Services / Membership Organiz	5.80%
Manufacturing	4.20%
Educational Services	2.10%
Other	32.90%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Government accounting skills
Ability to conduct an audit
Cost accounting skills
Tax accounting skills
Estate planning skills
Financial planning skills
Ability to use accounting software
Certified Public Accountant (CPA) desirable
Verbal presentation / Oral communication skills
Ability to write effectively & legibly
Problem solving skills
Ability to work independently
Ability to work under pressure
Emerging skills place an emphasis on computer knowledge, especially in terms of word processing, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, private employment agencies, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Accountants and Auditors**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Director of Fiscal Services, Finance Director, Business Manager

Related DOT Code: 160.162-018, 160.162-022, 160.162-026, 160.167-054

Career Ladders: May be promoted to senior management positions

Nontraditional Occupation: No. Employers responding report that 62% of workers are female.

Turnover: Moderate. The rate is 12.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 290 -- Large

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	40
Total Openings:	80

Growth Trends: The new job growth rate for this occupation is 13.8%, which is growing slower than the average rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Employer Responses: 17 employers, representing 50 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AMUSEMENT AND RECREATION ATTENDANTS**OES 680140**

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report that they require a high school diploma or equivalent prior to hiring an applicant in this occupation. Most indicate they do not require vocational or technical training prior to employment. However, most express that their firm will accept training as a substitute for experience in this occupation.

Experience: Almost all employers report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 6 - 12 months of proven customer service, cashiering, or other clerical-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	15%
Dental Insurance:	15%
Vision Insurance:	8%
Life Insurance:	15%
Paid Vacation:	23%
Paid Sick Leave:	23%
Retirement Plan:	15%

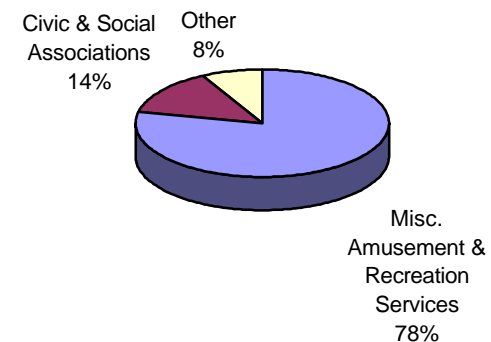
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Amusement and Recreation Workers work seasonally, averaging 24 hours per week. Some work part-time at an average of 19 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 6.00	\$5.75
New Hires, With Experience:	\$5.75 - 7.54	\$6.00
After Three Years With Firm:	\$6.10 - 11.62	\$7.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to make change
Ability to operate a cash register
Possession of a valid driver's license
Telephone answering skills
Good physical condition
Ability to stand for prolonged periods
Ability to tolerate noise, dust, and fumes
Willingness to work with close supervision
Public contact skills / customer service skills
Ability to work independently
Basic math skills
Ability to read and follow instructions / pay attention to detail
Ability to write legibly
Oral communication skills / good phone skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Facility Attendant, Skate Attendant, Starter, Counter Help, Recreation Counselor, Usher, Ticket Taker

Related DOT Code: 341.464-010, 341.683-010, 341.367-010, 195.367-030, 342.657-014, 343.467-014, 349.664-010

Career Ladders: May be promoted to office supervisor, program director, cashier, and a variety of other positions that carry additional responsibilities

Nontraditional Occupation: No. Employers responding report that 51% of workers are female.

Turnover: The rate is 13.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Amusement and Recreation Attendants**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 13 employers, representing 188 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 130 -- Medium

Growth Projections: New jobs through 2002: 60
Separations to 2002: 50
Total Openings: 110

Growth Trends: The new job growth rate for this occupation is 46.2%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth in this occupation over the same period.

Gender: Employers responding indicate 49% of workers are male, 51% female.

ASSEMBLERS AND FABRICATORS -- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION OES 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assembly, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, or machining.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires possess a high school diploma or equivalent. Few employers require training prior to employment, but indicate a preference for on-the-job training. Those requiring training report seeking candidates who have demonstrated mechanical aptitude.

Experience: Many employers report that they usually require work experience. They tend to hire applicants with 6 - 24 months of experience in various areas of assembly, such as woodworking, carpentry, or general production.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	40%
Vision Insurance:	33%
Life Insurance:	53%
Paid Vacation:	100%
Paid Sick Leave:	53%
Retirement Plan:	53%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Assemblers & Fabricators work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.00	\$6.25	\$10.00
New Hires, With Experience:	\$5.75 - \$12.00	\$7.00	\$12.00
After Three Years With Firm:	\$6.75 - \$19.00	\$9.00	\$18.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Transportation Equipment	44.90%
Dental Equipment and Supplies	17.00%
Industrial and Commercial Machinery	6.80%
Lumber, Wood Products & Furniture	5.00%
Sporting and Athletic Goods	4.80%
Retail Trade	2.30%
Industrial Supplies	2.30%
Newspapers	2.00%
Electronic Components	1.40%
Other	13.50%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use and read a tape measure
Ability to read blueprints
Ability to read working drawings
Ability to perform assembly work
Ability to use hand tools
Ability to operate power tools
Willingness to work with close supervision
Ability to do arithmetic using fractions and decimals
Manual dexterity
Good eye-hand coordination
Possession of good color perception
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Possession of mechanical aptitude
Ability to perform routine, repetitive work
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Assemblers and Fabricators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Production Workers, Builders, Finishers

Related DOT Code: 729.684-054, 762.684-066, 754.684-042, 762.684-010, 714.684-010, 806.684-010, 762.687-070

Career Ladders: May be promoted to lead assembly positions, shipping & packaging positions, or to supervisory role

Nontraditional Occupation: Yes. Employers responding report that 23% of workers are female.

Turnover: Moderately High. The rate is 23.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 600 -- Very Large

Growth Projections: New jobs through 2002: 70
Separations to 2002: 100
Total Openings: 170

Growth Trends: The new job growth rate for this occupation is 11.7%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth over this period.

Employer Responses: 17 employers, representing 621 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AUTOMOTIVE BODY AND RELATED REPAIRERS**OES 853050**

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent prior to hiring in this occupation. Many indicate they require or prefer technical training before hiring. They report that ASE certification, ICAR certification, and junior college courses are sought in candidates. ICAR, completed in stages, is often undertaken while on the job.

Experience: All employers surveyed report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 12 - 36 months of previous automotive body repair experience. Additionally, employers express a strong preference for those with keen mechanical aptitude.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	47%
Dental Insurance:	18%
Vision Insurance:	12%
Life Insurance:	18%
Paid Vacation:	82%
Paid Sick Leave:	12%
Retirement Plan:	24%

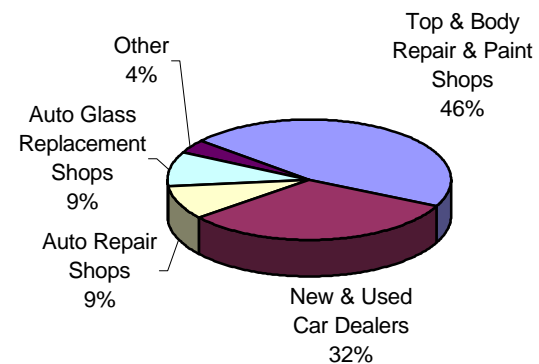
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Automotive Body and Related Repairers work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.50 - 7.50	\$7.00
New Hires, With Experience:	\$6.50 - 12.59	\$10.00
After Three Years With Firm:	\$12.00 - 18.00	\$15.75

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Skill in working with fiberglass
ICAR / ASE Certification
Ability to operate power hand tools
Masking skills
Ability to apply various painting techniques and skills
Welding skills
Ability to tolerate dust and paint fumes
Possession of good color perception
Ability to lift at least 70 pounds repeatedly
Possession of mechanical skills
Basic math skills
People skills
Ability to work independently
Emerging skills include increased knowledge of electronics, new plastic repair, computer-related skills to access car databases, ability to read directions for chemicals, keeping up on new car manufacturing changes

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, referrals from other body shops, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Body & Related Repairers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 99 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Body Repair, Auto Body Technician, Bodymen, Painters, Collision Repair Technician

Related DOT Code: 807.381-010, 807.381-018, 807.381-030, 807.484-010, 807.684-010, 845.381-018, 865.684-010

Career Ladders: May be promoted from painter, detailer, sander to bodyman to head bodyman; may be promoted from bodyman to journey bodyman, estimator, or front office worker

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: The rate is 13.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 100 -- Medium

Growth Projections:

New jobs through 2002:	20
<u>Separations to 2002:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Gender: Employers responding indicate 100% of workers are male, 0% are female.

AUTOMOTIVE MECHANICS**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of prior auto repair or related experience.

Skills and Qualifications:

Able to repair machines or systems using the needed tools
 Install equipment, machines, wiring, or programs to meet specifications
 Able to determine what is causing an operating error and deciding what to do about it
 Able to identify the nature of problems
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to determine the kinds of tools and equipment needed to do a job
 Able to inspect and evaluate the quality of products
 Able to implement safe work practices
 Certified in Auto Service Excellence (ASE)
 Possession of a valid driver's license
 Possession of a good Department of Motor Vehicles driving record
 Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 11.50	\$8.50
New Hires, W/ Experience	\$7.00 - 15.00	\$11.50
After Three Years W/ Firm	\$11.00 - 20.00	\$16.00

Hours Worked: Almost all Automotive Mechanics work full-time averaging 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	47%	40%	0%
Dental Insurance	27%	20%	13%
Vision Insurance	20%	13%	7%
Life Insurance	20%	0%	0%
Sick Leave	47%	7%	0%
Vacation	100%	0%	0%
Retirement Plan	7%	53%	0%
Child Care	0%	7%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Mechanics**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employer Responses: 15 employers, representing 110 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 540 - 600 (Very Large)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

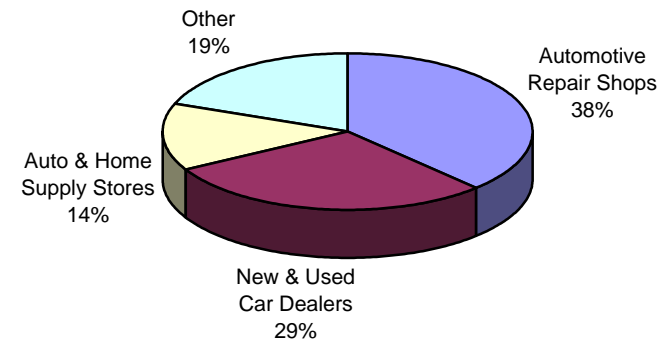
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	60
<u>Separations to 2004:</u>	100
Total Openings:	160

Growth Trends: The new job growth rate for this occupation is 11.1%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 10.9%. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Automotive Technician, Mechanic

Related DOT Code: 620.261-010, 620.261-012, 620.261-030, 620.281-026, 620.284-038, 620.281-062, 620.281-066

Promotional Opportunities: May be promoted to lead technician, assistant manager, or service manager

Turnover: Among employers surveyed, the rate is 16.4% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

BAKERS -- BREAD AND PASTRY**OES 650210**

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require a high school diploma or equivalent prior to employment. All those surveyed report they do not require training, and few indicate a preference for vocational training. However, almost all employers express that their firm will accept training as a substitute for experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of previous baking or restaurant experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	41%
Dental Insurance:	41%
Vision Insurance:	41%
Life Insurance:	35%
Paid Vacation:	53%
Paid Sick Leave:	41%
Retirement Plan:	41%

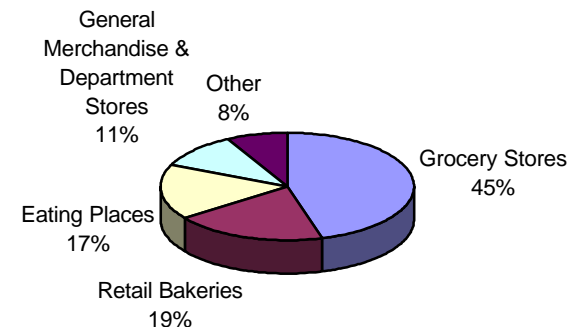
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Bakers work full-time averaging 40 hours per week. Many work part-time at an average of 26 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.00	\$7.00 - 7.25	\$6.00
New Hires, With Experience:	\$5.75 - 8.00	\$6.50 - 8.00	\$7.00
After Three Years With Firm:	\$6.50 - 14.00	\$8.00 - 15.95	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Mastery of baking equipment
Pastry making skills
Pastry decorating skills
Knowledge of weights and tares
Ability to maintain proper dough consistency
Ability to read a baking formula and follow instructions
Ability to stand continuously for 2 or more hours
Ability to lift at least 25 pounds repeatedly
Willingness to work with close supervision
Able to pass a pre-employment medical examination
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to write legibly
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Bakery Clerks, Bread Baker, Bakery Department Associate

Related DOT Code: 313.361-010, 313.361-038, 313.381-010, 313.381-018, 313.381-026

Career Ladders: May be promoted to assistant manager, kitchen manager, grocery checker, or other management positions

Nontraditional Occupation: No. Employers responding report that 54% of workers are female

Turnover: The rate is 19.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, in-house promotion or transfer, walk-in applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Bakers -- Bread & Pastry**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 76 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 90 -- Small

Growth Projections:

New jobs through 2002:	20
<u>Separations to 2002:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth.

Gender: Employers responding indicate 46% of workers are male, 54% female.

BILLING, COST AND RATE CLERKS**OES 553440**

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have been engaged in college course work without having earned a degree. Some recent new hires have earned a bachelor's degree. Few employers indicate that training is usually acceptable as a substitute for prior work experience. Those seeking training indicate a preference for basic accounting classes and typing certification.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 36 months of previous billing experience in a wide range of fields, such as: medical, banking, insurance, accounting, bookkeeping, and collection.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	95%
Dental Insurance:	84%
Vision Insurance:	58%
Life Insurance:	68%
Paid Vacation:	89%
Paid Sick Leave:	79%
Retirement Plan:	84%

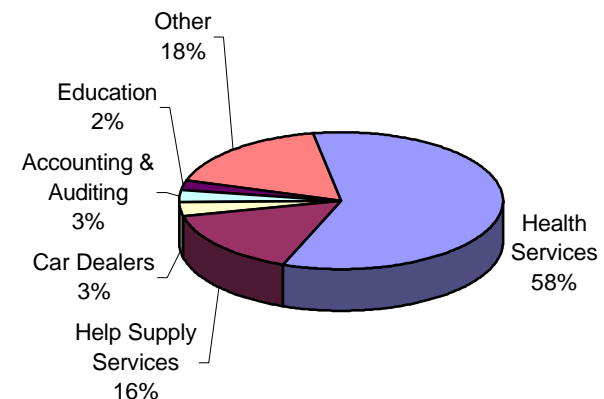
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Billing, Cost and Rate Clerks work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.00	\$7.00	\$9.71
New Hires, With Experience:	\$5.75 - \$14.87	\$8.03	\$11.73
After Three Years With Firm:	\$7.50 - \$19.33	\$10.00	\$12.43

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Record keeping skills
Alphabetic and numeric filing skills
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Statistical typing skills
Ability to follow billing procedures
Customer service skills; telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to sit continuously for 2 or more hours
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions
Emerging skills place a strong emphasis on computer knowledge, especially in terms of spreadsheet, word processing, and database experience

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Billing, Cost, and Rate Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Billing Clerk, Insurance Biller, Billing Receptionist, Accounts Payable/Accounts Receivable Clerk

Related DOT Code: 214-362.014, 214-362.022, 214-362.042, 214.387-010, 214.267-010, 214.482-018, 214.362-038

Career Ladders: May be promoted to payroll or accounting positions, senior clerk, supervisory or management positions

Nontraditional Occupation: No. Employers responding report that 100% of workers are female.

Turnover: Moderate. The rate is 15.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 270 -- Large

Growth Projections: New jobs through 2002: 40
Separations to 2002: 60
Total Openings: 100

Growth Trends: The new job growth rate for this occupation is 14.8%, which is growing slower than the average new job growth rate of 18.7 percent for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 19 employers, representing 58 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS**OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report that they require at least a high school diploma or equivalent prior to hiring in this occupation. Some indicate they require an associate's degree. Most report they require or prefer technical or vocational training. This training is often expressed as accounting and bookkeeping classes.

Experience: All employers surveyed report they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of prior experience as a bookkeeper, account clerk, collection & billing clerk, or related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	80%
Vision Insurance:	60%
Life Insurance:	53%
Paid Vacation:	87%
Paid Sick Leave:	73%
Retirement Plan:	67%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Bookkeepers work full-time averaging 39 hours per week. Many work "on-call" at an average of 40 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$10.28 - 10.28	\$10.75 - 11.08	\$10.75
New Hires, With Experience:	\$7.00 - 12.00	\$10.75 - 13.60	\$10.28
After Three Years With Firm:	\$8.50 - 14.25	\$11.86 - 15.61	\$12.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Government	8.3%
Business Services	7.6%
Educational Services	5.8%
Finance, Insurance & Real Estate	5.1%
Health Services	4.1%
Accounting, Auditing & Bookkeeping	4.1%
New & Used Car Dealers	3.6%
Eating Places	2.8%
Construction -- Special Trade Contractors	2.4%
Legal Services	2.1%
Manufacturing	2.1%
Other	52.0%

QUALIFICATIONS

Employers rated the following qualifications very important:

Accounting skills
Ability to conduct an audit
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Payroll processing skills
Ability to use spreadsheet, word processing, and database software
Ability to handle confidential material
Analytical skills
Telephone answering skills
Ability to write effectively and legibly
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to pay attention to detail
Public contact skills
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Business Manager, Accounting Technicians, Accounts Receivable/Accounts Payable Clerk

Related DOT Code: 210.382-010, 210.382-014, 210.382-046, 216.362-014, 216.482-010, 216.382-022, 216.362-026

Career Ladders: May be promoted to accountant, full charge bookkeeper, senior accounting clerk, director of finance

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: The rate is 43.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers responding indicate their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, colleges & universities, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Bookkeeping, Accounting & Auditing Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 73 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,200 -- Very Large

Growth Projections:

New jobs through 2002:	60
<u>Separations to 2002:</u>	130
Total Openings:	190

Growth Trends: The new job growth rate for this occupation is 5.0%, which is growing slower than the average new growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 7% of workers are male, 93% are female.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Few have been engaged in college course work without having earned a degree. Few employers report that training is required prior to employment. Almost all employers indicate that training is generally not acceptable as a substitute for prior work experience.

Experience: Most employers report that they usually require work-related experience. Employers tend to hire applicants with 6 - 48 months experience in various aspects of carpentry work.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	50%
Vision Insurance:	25%
Life Insurance:	75%
Paid Vacation:	100%
Paid Sick Leave:	25%
Retirement Plan:	75%

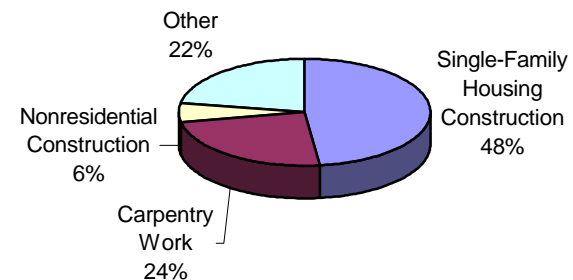
*Percentage is based on 4 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Carpenters work full-time, averaging 40 hours per week. Some work seasonally, averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$12.00	\$6.95	\$6.00
New Hires, With Experience:	\$7.00 - \$20.10	\$10.00	\$13.55
After Three Years With Firm:	\$9.50 - \$23.01	\$16.00	\$15.39

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Shop math skills
Ability to use drafting tools
Ability to read blue prints
Metal framing skills
Cost estimating skills
Finish carpentry skills
Rough carpentry skills
Drywall installation and repair skills
Ability to climb to high places
Ability to perform strenuous, physically demanding work
Possession of agility and coordination
Ability to lift at least 50 lbs. repeatedly
Ability to provide own hand tools
Possession of a reliable vehicle and a good DMV driving record
Ability to work independently
Ability to conform to new applicable laws

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Laborer, Installer, Rough Carpenter, Finish Carpenter

Related DOT Code: 860.381-022, 860.381-042, 860.664-010, 860.681-010, 860.281-010

Career Ladders: May be promoted to finish carpenter, crew leader, superintendant, foreman, supervisor or manager position

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: High. The rate is 51.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, unsolicited applicants, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Carpenters**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 300 -- Large

Growth Projections: New jobs through 2002: 90
Separations to 2002: 40
Total Openings: 130

Growth Trends: The new job growth rate for this occupation is 30.0%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth.

Employer Responses: 15 employers, representing 98 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CASHIERS**OES 490230**

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report that they require a high school diploma. Few indicate they require or prefer vocational training prior to hire. However, most express they will accept training as a substitute for prior work experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 3 - 12 months of cash handling, restaurant, or other customer service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	63%
Dental Insurance:	56%
Vision Insurance:	50%
Life Insurance:	38%
Paid Vacation:	63%
Paid Sick Leave:	63%
Retirement Plan:	44%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Cashiers work part-time averaging 26 hours per week. Many work full-time at an average of 38 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.71	\$7.00 - 8.79	\$6.00
New Hires, With Experience:	\$5.75 - 7.71	\$7.00 - 12.00	\$6.60
After Three Years With Firm:	\$6.00 - 10.00	\$12.43 - 16.88	\$8.80

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Grocery Stores	19.2%
Eating Places	19.1%
Civic & Social Associations	9.6%
Miscellaneous Retail	9.1%
General Merchandise Stores	8.3%
Gasoline Service Stations	7.8%
Record & Prerecorded Tape Stores	2.7%
Lumber & Other Building Materials	2.6%
Video Tape Rental	2.4%
Hotels & Motels	1.3%
Amusement & Recreation Services	1.3%
Other	16.6%

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Cash handling skills
Grocery checking skills
Ability to follow check cashing procedures
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Public contact skills / ability to work well with people
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Excellent customer service skills
Ability to organize work

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Cashiers**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 responses, representing 284 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Checkers, Customer Service Clerk, Administrative Services Clerk, Hostess, Warehouse Clerk

Related DOT Code: 211.362-010, 211.462-010, 211.462-018, 211.467-010, 211.467-034, 249.467-010, 209.567-014

Career Ladders: May be promoted to head clerk, crew chief, head cashier, server, or various management positions

Nontraditional Occupation: No. Employers responding report that 59% of workers are female.

Turnover: The rate is 19.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 2,050 -- Very Large

Growth Projections:

New jobs through 2002:	420
<u>Separations to 2002:</u>	790
Total Openings:	1,210

Growth Trends: The new job growth rate for this occupation is 20.5%, which is growing at an average rate. The average job growth rate for this occupation is 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate that growth will remain stable over this period.

Gender: Employers responding indicate 41% of workers are male, 59% are female.

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer vocational training prior to hire. This is often expressed as 6 units of Early Childhood Education/Child Development.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 12 months of experience working with children in some capacity, such as school teacher, babysitter, or other previous child care experience.

Skills and Qualifications:

Oral communication skills

Knowledge of early childhood development

Musical skills

Able to administer emergency first aid

Possession of an Early Childhood Development certificate

Able to write effectively and legibly

Able to listen to what others are saying and ask questions appropriately

Able to stand continuously for 2 or more hours

Able to understand a variety of cultures

Able to handle crisis situations

Possession of a clean police record

Able to exercise patience

Able to work independently

Willingness to work with close supervision

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 7.56	\$6.00
New Hires, W/ Experience	\$5.75 - 7.10	\$6.15
After Three Years W/ Firm	\$6.50 - 8.88	\$7.00

Hours Worked: Most Child Care Workers work part-time averaging 21 hours per week. A few work full-time at an average of 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	7%	7%	7%	0%	0%
Dental Insurance	7%	0%	7%	7%	0%	0%
Vision Insurance	0%	0%	7%	0%	0%	0%
Life Insurance	0%	0%	7%	0%	0%	0%
Sick Leave	20%	7%	0%	0%	0%	0%
Vacation	20%	7%	0%	0%	0%	0%
Retirement Plan	7%	0%	7%	0%	7%	7%
Child Care	7%	0%	0%	7%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Child Care Workers**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 15 employers, representing 119 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 420 - 510 (Large/Very Large)

Gender: Employers responding indicate 13% of workers are male, 87% are female.

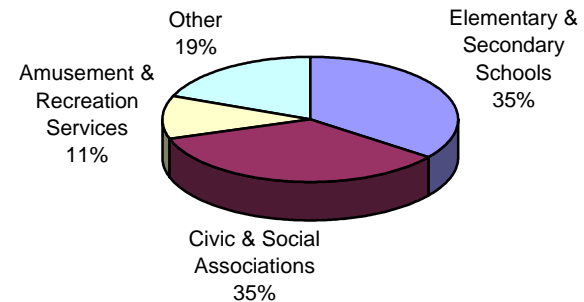
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	90
<u>Separations to 2004:</u>	40
Total Openings:	130

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Child Care Attendant, Teacher's Aide

Related DOT Code: 355.674-010, 359.677-010, 359.677-018, 359.677-026

Promotional Opportunities: May be promoted to preschool teacher, supervisor, child care coordinator, manager, or program specialist

Turnover: Among employers surveyed, the rate is 32.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

COMBINED FOOD PREPARATION AND SERVICE WORKERS**OES 650410**

Combined Food Preparation and Service Workers do both food preparation and food service. Does not include workers who spend more than 80 percent of their time in only one of these two areas.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high school diploma or equivalent. Among employers surveyed, none indicate they require technical or vocational training prior to hire.

Experience: Some employers report they prefer work experience in this occupation. Those preferring experience tend to hire applicants with 3 - 12 months of cooking, waitressing, food preparation or other food service experience.

Skills and Qualifications:

Able to make change
 Able to operate a cash register
 Fry cooking skills
 Short-order cooking skills
 Food preparation skills
 Able to pass a pre-employment medical examination
 Able to stand continuously for 2 or more hours
 Able to work rapidly
 Able to lift at least 30 pounds repeatedly
 Willing to work with close supervision
 Public contact skills
 Able to work independently
 Able to follow oral instructions
 Able to write legibly
 Oral communication skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.50	\$5.75
New Hires, W/ Experience	\$5.75 - 6.50	\$5.75
After Three Years W/ Firm	\$5.75 - 10.75	\$7.50

Hours Worked: Almost all Combined Food Preparation & Service Workers work part-time averaging 20 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	0%	27%	27%	0%	0%
Dental Insurance	7%	0%	20%	27%	0%	0%
Vision Insurance	0%	0%	20%	27%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	27%	20%	0%	0%	0%	0%
Vacation	40%	20%	0%	0%	0%	0%
Retirement Plan	0%	0%	20%	20%	0%	0%
Child Care	0%	0%	0%	0%	7%	7%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	*N/A	
Moderately Difficult	*N/A	
Not Difficult	*N/A	X

The Job Market for: **Combined Food Prep & Service Workers**
Experienced applicants: Not Applicable
Inexperienced applicants: Very Competitive

*None of the surveyed employers require previous work experience.

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, and newspaper ads.

Employer Responses: 15 employers, representing 401 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 870 - 980 (Very Large)

Gender: Employers responding indicate 43% of workers are male, 57% are female.

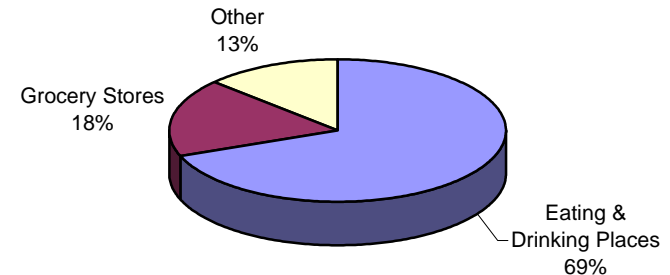
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	110
<u>Separations to 2004:</u>	340
Total Openings:	450

Growth Trends: The new job growth rate for this occupation is 12.6%, which is growing faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Deli Attendant

Related DOT Code: 311.472-010

Promotional Opportunities: May be promoted to waiter, crew leader, deli coordinator, shift manager, assistant manager, or department manager

Turnover: Among employers surveyed, the rate is 73.6% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

COMPUTER SUPPORT SPECIALISTS**OES 251040**

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

EMPLOYER REQUIREMENTS

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent. Some indicate they require a bachelor's degree. Almost all employers report they require or prefer technical or vocational training prior to hire. This training may take the form of college courses, trade school courses with certifications, network or other computer workshops.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 12 - 36 months of computer related experience.

Skills and Qualifications:

Able to utilize good teaching techniques
 Able to communicate technical information to non-technical staff
 Able to communicate with computer literate staff
 Able to analyze needs and product requirements to create a design
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to determine the cause of an operating error and resolve problem
 Able to use logic and analysis to identify the strengths and weaknesses of various approaches
 Knowledge of how to find information and identify essential information
 Knowledge of word processing, database, and spreadsheet software
 Knowledge of networks and the Internet
 Able to write effectively and legibly
 Able to understand written sentences and paragraphs in work documents

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 14.38	Insufficient Data	\$9.76	\$11.17
New Hires, W/ Experience	\$6.00 - 16.78	\$10.24 - 14.26	\$12.95	\$12.28
After Three Years W/ Firm	\$9.00 - 21.58	\$12.21 - 17.62	\$14.91	\$15.11

Hours Worked: Most Computer Support Specialists work full-time averaging 40 hours per week. Some work part-time at an average of 19 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	44%	6%	19%	25%	0%	0%
Dental Insurance	44%	6%	13%	25%	0%	0%
Vision Insurance	44%	6%	13%	25%	0%	0%
Life Insurance	38%	13%	6%	13%	6%	6%
Sick Leave	63%	13%	6%	13%	0%	0%
Vacation	63%	13%	6%	6%	0%	0%
Retirement Plan	19%	6%	38%	13%	13%	6%
Child Care	0%	0%	6%	0%	6%	6%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Computer Support Specialists**

Experienced applicants: Moderately Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employer Responses: 16 employers, representing 36 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 150 - 210 (Medium/Large)

Gender: Employers responding indicate 69% of workers are male, 31% are female.

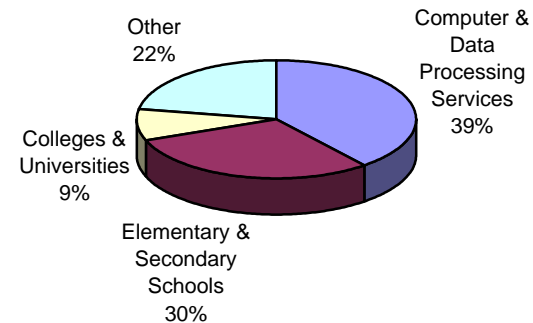
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	60
<u>Separations to 2004:</u>	10
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 40.0%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Some anticipate growth remaining stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Computer Technician, Information Systems Technician, Systems Administrator, Computer Maintenance Technician, Information Systems Support

Related DOT Code: 032.132-010, 032.262-010, 039.264-010

Promotional Opportunities: May be promoted to systems analyst, software designer, information systems specialist, computer operator, network analyst, or software engineer

Turnover: Among employers surveyed, the rate is 16.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Many employers surveyed report their employees are unionized.

CONSTRUCTION MANAGERS**OES 150170**

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Many have earned a bachelor's degree. Few employers responding indicate they require training prior to employment, but place a strong emphasis on previous work experience.

Experience: Almost all employers report they usually require work-related experience. They tend to hire applicants with 24 - 72 months of prior experience as a construction foreman, supervisor, superintendent, or project manager.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	77%
Dental Insurance:	15%
Vision Insurance:	8%
Life Insurance:	31%
Paid Vacation:	69%
Paid Sick Leave:	62%
Retirement Plan:	62%

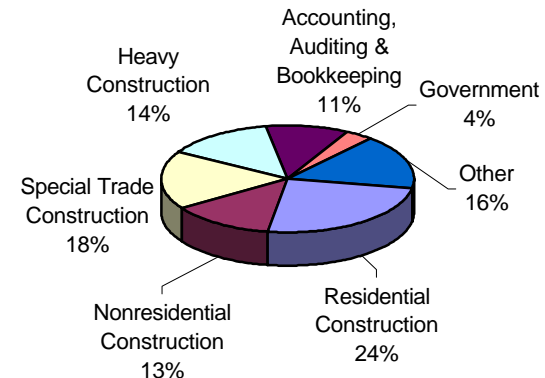
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers surveyed report that all Construction Managers work full-time, averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$20.00	\$11.80	N/A
New Hires, With Experience:	\$8.00 - \$31.17	\$14.19	\$21.10
After Three Years With Firm:	\$10.00 - \$38.36	\$16.91	\$27.43

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Office management skills
Report writing skills
Ability to follow purchasing procedures
Understanding of the collective bargaining process
Civil engineering skills
Ability to estimate costs and submit bids
Ability to hire and assign personnel
Landscape site planning skills
Understanding of commercial real estate practices
Understanding of building codes and contract laws
Understanding of construction terms
Possession of a contractor's license
Knowledge of EEO & affirmative action programs and guidelines
Knowledge of OSHA safety standards
Ability to perform advanced mathematical computations
Emerging skills include basic computer knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Construction Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Construction Foreman, Superintendent, Project Manager, Crew Supervisor

Related DOT Code: 182.167-026, 182.167-010

Career Ladders: May be promoted to superintendent, district manager, operations manager, or vice president

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Moderate. The rate is 19.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 100 - Medium

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	20
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 40.0%, which is growing much faster than the average new job rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Employer Responses: 15 employers, representing 31 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COST ESTIMATORS**OES 219020**

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires have been engaged in college course work. Some of these have earned an associate's degree. Some have earned a bachelor's degree. Some employers indicate they require training prior to employment. Those wanting previous training seek candidates who have earned a college degree.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 12 - 36 months experience as an estimator or project manager, and have worked within the construction industry.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	80%
Dental Insurance:	53%
Vision Insurance:	13%
Life Insurance:	53%
Paid Vacation:	87%
Paid Sick Leave:	40%
Retirement Plan:	53%

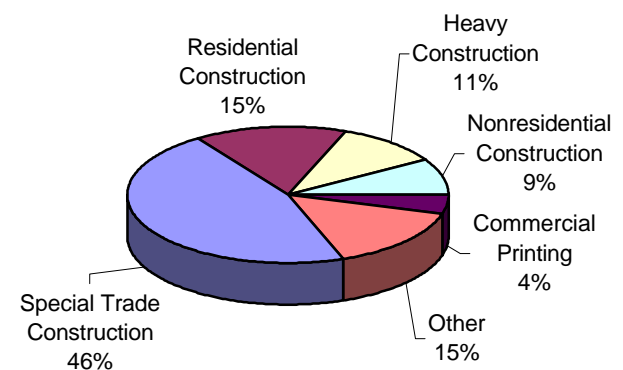
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Cost Estimators work full-time, averaging 40 hours weekly. A few work part-time, at an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.19 - \$18.75	\$9.00
New Hires, With Experience:	\$9.00 - \$22.38	\$14.38
After Three Years With Firm:	\$10.00 - \$33.24	\$18.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to prepare flow charts
Accounting skills
Ability to read blueprints
Cost estimating skills
Basic construction skills
Understanding of California building codes
Ability to perform advanced mathematical computations
Ability to write effectively and legibly
Analytical skills
Willingness to work with close supervision
Ability to pay attention to detail
Ability to work independently
Ability to work under pressure
Ability to read and follow instructions
Emerging skills include an increased knowledge of computers, especially in terms of estimating software, spreadsheet, word processing, database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Cost Estimators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Estimator, Job Estimator, Job Bidder, Program Analyst

Related DOT Code: 169.267-038, 221.367-014, 221.482-014, 221.362-018

Career Ladders: May be promoted to district manager, superintendent, sales, or other management positions

Nontraditional Occupation: Yes. Employers responding report that 5% of workers are female.

Turnover: Moderately Low. The rate is 9.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 70 -- Small

Growth Projections: New jobs through 2002: 20
Separations to 2002: 10
Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 15 employers, representing 22 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COUNTER AND RENTAL CLERKS**OES 490170**

Counter and Rental Clerks receive articles and / or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent new hires have been engaged in college course work without having earned a degree. Few have earned an associate's degree. No employers indicate that training is required prior to employment.

Experience: Some employers report that they usually require work-related experience. They tend to hire applicants with 6 - 12 months experience in retail sales, cashiering, customer service, or other clerical position.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	57%
Dental Insurance:	43%
Vision Insurance:	14%
Life Insurance:	14%
Paid Vacation:	86%
Paid Sick Leave:	43%
Retirement Plan:	14%

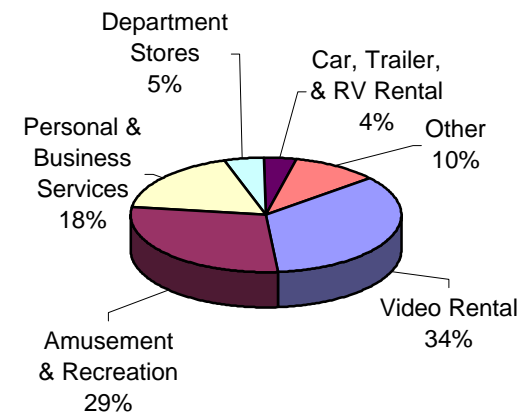
*Percentage is based on 7 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Counter & Rental Clerks work full-time, averaging 40 hours per week. Many work part-time, averaging 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$6.50	\$5.75
New Hires, With Experience:	\$5.75 - \$8.00	\$5.75
After Three Years With Firm:	\$5.75 - \$10.00	\$6.75

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Cash handling skills
Ability to use a calculator
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Ability to work independently
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Basic computer literacy skills
Organizational skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Representative, Retail Clerk, Receptionists, Sales Clerk

Related DOT Code: 249.362-010, 249.366-010, 295.357-010, 295.467-022, 295.467-026, 369.677-010, 369.477-014

Career Ladders: May be promoted to various positions with more responsibility; supervisory and management positions

Nontraditional Occupation: No. Employers responding report that 56% of workers are female.

Turnover: High. The rate is 52.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Counter & Rental Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 230 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 60
Total Openings: 120

Growth Trends: The new job growth rate for this occupation is 26.1%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth.

Employer Responses: 15 employers, representing 95 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least an associate's degree prior to hire. Some require a bachelor's degree. Additionally, it is required by the State that candidates for hire graduate from a board-approved dental hygiene program. This is generally a 24-month program within California.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 24 months of prior experience as a dental hygienist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	14%
Dental Insurance:	14%
Vision Insurance:	0%
Life Insurance:	0%
Paid Vacation:	19%
Paid Sick Leave:	14%
Retirement Plan:	10%

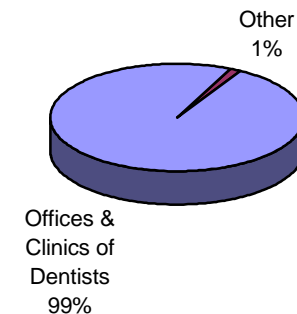
*Percentage is based on 21 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Dental Hygienists work part-time averaging 17 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$22.00 - 33.12	\$31.25
New Hires, With Experience:	\$25.00 - 50.00	\$32.00
After Three Years With Firm:	\$28.41 - 54.17	\$35.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow laboratory procedures
Supervisory skills
Ability to perform or assist with dental procedures
Understanding of good diet and nutrition
General clerical skills
Record keeping skills
Knowledge of anesthesiology
Possession of a Radiation Safety Certificate
Ability to write effectively and legibly
Willingness to work with close supervision
Public contact skills
Ability to read and follow instructions
Basic math skills
Oral communication skills
Good time management skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Dental Hygienists

Related DOT Code: 078.361-010

Career Ladders: Employers report no promotional opportunities for this occupation

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: The rate is 2.0% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Dental Hygienists**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 21 employers, representing 51 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 120 -- Medium

Growth Projections: New jobs through 2002: 40
Separations to 2002: 20
Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth will remain stable over this period.

Gender: Employers responding indicate 2% of workers are male, 98% female.

DISPATCHERS -- EXCEPT POLICE, FIRE, AND AMBULANCE**OES 580050**

Dispatchers (except Police, Fire, and Ambulance) schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Few employers indicate they require technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. Those desiring prior experience tend to hire applicants with 24 - 36 months of previous dispatching or related experience.

Skills and Qualifications:

Able to listen to what others are saying and ask questions as appropriate
 Able to talk to others to effectively convey information
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to adjust actions in relation to others' actions
 Able to understand written sentences and paragraphs in work documents
 Able to identify the nature of problems
 Able to determine the kind of tools and equipment needed to do a job
 Able to manage one's own time and the time of others
 Able to obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
 Knowing how to find information and identifying essential information
 Able to weigh the relative costs and benefits of a potential action
 Knowledge of local streets
 Able to handle crisis situations
 Customer service skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 15.06	\$7.50
New Hires, W/ Experience	\$6.00 - 16.88	\$9.00
After Three Years W/ Firm	\$7.00 - 19.57	\$11.22

Hours Worked: Among employers surveyed, all Dispatchers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	27%	0%
Dental Insurance	33%	20%	13%
Vision Insurance	33%	20%	0%
Life Insurance	47%	0%	0%
Sick Leave	40%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	7%	47%	7%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Dispatchers--Except Police, Fire, Ambulance**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employer Responses: 15 employers, representing 37 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 100 (Small)

Gender: Employers responding indicate 65% of workers are male, 35% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	10
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are

Trucking & Courier Services	37.8%
Local & Suburban Transportation	10.2%
Miscellaneous Repair Shops	10.2%
Concrete, Gypsum, and Plaster Products	8.2%
Combination Utility Services	5.1%
New & Used Car Dealers	5.1%
Other	23.4%

OTHER INFORMATION:

Alternate Job Titles: Warehouse Dispatcher, Administrative Assistant--Maintenance

Related DOT Code: 239.167-014, 239.367-014, 932.167-010, 249.367-070, 913.367-010, 919.162-010, 952.167-010

Promotional Opportunities: May be promoted to salesperson, supervisor, or manager

Turnover: Among employers surveyed, the rate is 13.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

ELECTRICIANS**OES 872020**

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Servicers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to employment. Most indicate they require or prefer previous electrical training. A few employers express a preference for "on-the-job" training, teaching job-specific skills to apprentice employees.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior electrical experience. This experience may extend to construction, automotive, agricultural pump, or hydro systems.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	41%
Vision Insurance:	35%
Life Insurance:	47%
Paid Vacation:	71%
Paid Sick Leave:	35%
Retirement Plan:	35%

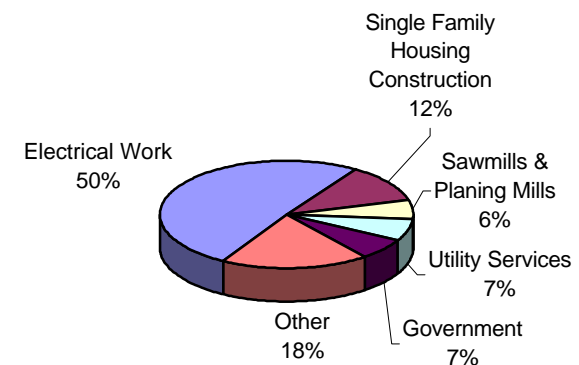
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Electricians work full-time at an average of 40 hours per week.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - 8.00	\$8.00 - 14.09	\$8.00
New Hires, With Experience:	\$5.75 - 15.00	\$10.60 - 28.00	\$13.00
After Three Years With Firm:	\$7.50 - 20.00	\$22.83 - 28.77	\$20.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to install electrical equipment
Ability to understand electrical code
Ability to read and understand blueprints
Cost estimating skills
Soldering skills
Ability to climb ladders
Possession of good color perception
Ability to crawl under buildings
Ability to stand continuously for 2 or more hours
Possession of mechanical aptitude
Ability to make use of cognitive thinking
Ability to maintain good relations with public
Ability to abide by safety requirements
Shop math skills
Ability to provide own hand tools
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, union hall referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Electricians**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 101 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Electrical Lineworker, Journeyman Electrician, Electrical Helper, Field Electrician, Alarm Technician

Related DOT Code: 824.681-010, 825.381-030, 825.381-034, 824.261-010, 824.261-014, 806.381-062

Career Ladders: May be promoted to foreman, estimator, project manager, superintendent, supervisor or manager position

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: The rate is 6.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 120 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for Electricians is 16.7%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 98% of workers are male, 2% are female.

FILE CLERKS**OES 553210**

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All new hires possess a high school diploma or equivalent. Few employers report they require training prior to employment, but place an emphasis on providing "on-the-job" training for this occupation. Most employers, however, indicate that they usually accept training as a substitute for experience.

Experience: Few employers report that they require work-related experience. Those requiring experience tend to hire applicants with 2 - 6 months of previous office work.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	90%
Dental Insurance:	80%
Vision Insurance:	40%
Life Insurance:	70%
Paid Vacation:	100%
Paid Sick Leave:	90%
Retirement Plan:	90%

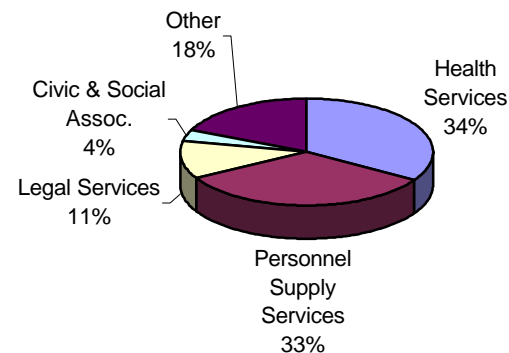
*Percentage is based on 10 employers responding to this particular question.

HOURS AND WAGES

Hours: Most File Clerks work full-time averaging 40 hours per week. Some work part-time at an average of 18 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$8.85	\$6.00	\$6.46
New Hires, With Experience:	\$5.75 - \$9.00	\$7.00	\$7.95
After Three Years With Firm:	\$5.75 - \$16.00	\$8.00	\$12.10

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Alphabetic and numeric filing skills
Ability to perform detailed clerical work
Customer service and telephone answering skills
Ability to write effectively and legibly
Ability to type at least 30 wpm
Ability to stand continuously for 2 or more hours
Ability to lift at least 40 lbs. repeatedly
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to read and follow instructions
Emerging skills place an emphasis on computer literacy, primarily in terms of word processing, database, and spreadsheet

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Clerical Assistant, Clerical Aide, Clerk, Staff Aide

Related DOT Code: 206.387-034, 206.367-014, 206.387-022, 206.387-010

Career Ladders: May be promoted to customer service clerk, receptionist, billing clerk, secretary, or administrative assistant

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: High. The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **File Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 210 -- Large

Growth Projections:

New jobs through 2002:	10
<u>Separations to 2002:</u>	60
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 28 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS--CLERICAL AND ADMINISTRATIVE SUPPORT

OES 510020

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires have been engaged in college course work. Many have earned an associate's degree. Few have earned a bachelor's degree. Some employers report that training is required prior to employment. Those seeking training or certification indicate a preference for candidates who have earned a college degree.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 6 - 36 months of experience in following: accounting, bookkeeping, marketing, clerical support, administrative support, secretarial, human resources, or medical office experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	86%
Dental Insurance:	50%
Vision Insurance:	29%
Life Insurance:	57%
Paid Vacation:	100%
Paid Sick Leave:	86%
Retirement Plan:	64%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers responding report that all employees in this occupation work full-time, averaging 46 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$10.93	\$8.00	\$10.55
New Hires, With Experience:	\$7.00 - \$13.95	\$10.00	\$11.03
After Three Years With Firm:	\$9.00 - \$20.92	\$11.50	\$12.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	20.7%
Health Services	13.7%
Government	9.2%
Education Services	6.4%
Eating Places	4.6%
Business Services	3.1%
Membership Organizations	2.6%
Food & Kindred Products	2.3%
Communications	1.8%
Department Stores	1.4%
New & Used Car Dealers	1.4%
Other	32.8%

QUALIFICATIONS

Employers rated the following qualifications very important:

Office management skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Report writing skills
Supervisory skills
Record keeping skills
Proofreading skills
Ability to hire and assign personnel
Ability to write effectively and legibly
Problem solving skills
Willingness to work with close supervision
Ability to pay attention to detail
Customer service skills
Oral communication skills
Emerging skills include increased computer literacy, especially in terms of work processing, accounting software, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **First Line Supervisors/Managers-Clerical**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Office Manager, Business Office Supervisor, Administrative Secretary, Accounting Supervisor

Related DOT Code: 168.167-058, 211.137-010, 213.132-010, 214.137-022, 215.137-014, 216.132-010, 222.137-030

Career Ladders: May be promoted to administrator, higher level management, or manager over various other departments

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: Moderate / Moderately High. The rate is 20.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 720 -- Very Large

Growth Projections: New jobs through 2002: 160
Separations to 2002: 140
Total Openings: 300

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average rate of 18.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FOOD SERVICE MANAGERS**OES 150261**

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and / or beverages. Please include Food and Beverage Directors.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires have been engaged in college course work without having earned a degree. Few employers require training prior to employment. Many, however, indicate a preference for training employees in other positions to become food service managers.

Experience: Many employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months of food service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	53%
Dental Insurance:	40%
Vision Insurance:	13%
Life Insurance:	27%
Paid Vacation:	80%
Paid Sick Leave:	73%
Retirement Plan:	20%

*Percentage is based on 15 employers responding to this particular question.

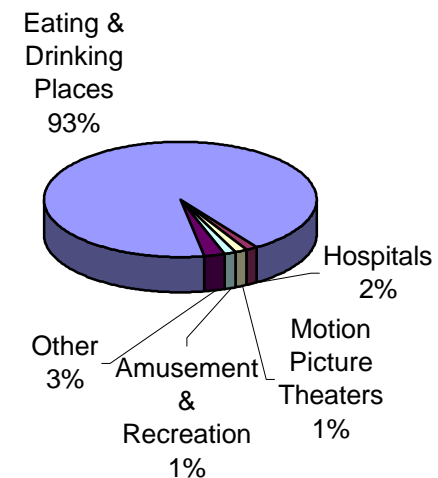
HOURS AND WAGES

Hours: Most Industrial Truck & Tractor Operators work full-time, averaging 46 hours weekly. Some work part-time at an average of 26 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$7.50	\$6.28
New Hires, With Experience:	\$6.00 - \$10.66	\$8.18
After Three Years With Firm:	\$7.00 - \$15.69	\$11.50

*Few surveyed report that Food Service Managers earn a bonus in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain financial records
Ability to manage an activity or department
Ability to motivate staff, and plan and organize the work of others
Ability to follow purchasing procedures
Record keeping skills
Understanding of inventory techniques
Ability to hire and assign personnel
Food preparation skills
Ability to write effectively
Problem solving skills
Willingness to work with close supervision
Customer service skills / Public contact skills
Ability to work under pressure
Emerging skills include an increased knowledge of computers, especially in terms of ordering of inventory

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Food Service Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: General Manager, Kitchen Manager, Restaurant Manager, Store Manager

Related DOT Code: 185.137-010, 187.167-106, 187.167-206, 187.167-026

Career Ladders: May be promoted to district manager

Nontraditional Occupation: No. Employers responding report that 36% of workers are female.

Turnover: Moderately High. The rate is 29.0% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 250 -- Large

Growth Projections: New jobs through 2002: 50
Separations to 2002: 40
Total Openings: 90

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth over this period.

Employer Responses: 18 employers, representing 69 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Most express they will accept training as a substitute for prior work experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of experience as an office clerical worker, bookkeeper, bank teller, receptionist, or various other office or billing positions.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	69%
Dental Insurance:	38%
Vision Insurance:	38%
Life Insurance:	38%
Paid Vacation:	69%
Paid Sick Leave:	56%
Retirement Plan:	25%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many General Office Clerks work full-time averaging 42 hours per week. Many work "on-call" at an average of 10 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 6.75	\$6.00
New Hires, With Experience:	\$5.80 - 8.50	\$6.95
After Three Years With Firm:	\$6.75 - 12.00	\$8.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Health Services	14.9%
Educational Services	8.0%
Business Services	3.6%
Department Stores	3.5%
Membership Organizations	3.5%
New & Used Car Dealers	1.7%
Grocery Stores	1.6%
Single-Family Housing Construction	1.6%
Trucking	1.6%
Gas & Other Services Combined	1.5%
Fire, Marine, & Casualty Insurance	1.5%
Other	57.0%

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Alphabetic and numeric filing skills
Ability to operate a 10-key adding machine by touch
Ability to operate a transcribing machine
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to perform routine, repetitive work
Willingness to work with close supervision
Public contact skills / oral communication skills
Basic math skills
Ability to read and follow instructions
Customer service skills
Ability to organize work
Word Processing, spreadsheet, database and desktop publishing skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **General Office Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 177 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Clerk Typist, Clerk, Administrative Assistant, Office Aide, Receptionist, Secretary, File Clerk

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 219.362-026

Career Ladders: May be promoted to bookkeeper, program coordinator, office manager, or other managerial positions

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: The rate is 10.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,520 -- Very Large

Growth Projections:

New jobs through 2002:	180
<u>Separations to 2002:</u>	270
Total Openings:	450

Growth Trends: The average new job growth rate for this occupation is 11.8%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth during this period.

Gender: Employers responding indicate 18% of workers are male, 82% female.

GUARDS AND WATCH GUARDS**OES 630470**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to employment. Many indicate they require or prefer vocational training prior to hire. Some of the following have been indicated: 3 months of guard training program or security officer school, law enforcement education, post academy training, CPR & First Aid.

Experience: Almost all firms report that they require or prefer work-related experience. They tend to hire applicants with 3 - 12 months of military experience, previous guard experience, or those with a background in criminal justice.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	59%
Dental Insurance:	53%
Vision Insurance:	41%
Life Insurance:	41%
Paid Vacation:	59%
Paid Sick Leave:	53%
Retirement Plan:	41%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Guards & Watch Guards work full-time averaging 40 hours per week. Some work part-time, at an average of 20 hours weekly. Few work "on-call" at 18 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 12.95	\$6.75
New Hires, With Experience:	\$5.75 - 12.95	\$7.00
After Three Years With Firm:	\$6.50 - 14.29	\$8.45

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Detective & Armored Car Services	36.3%
Real Estate	7.9%
Eating & Drinking Places	7.4%
Educational Services	7.3%
Health Services	6.9%
Department Stores	6.4%
Civic & Social Associations	5.9%
Amusement & Recreation Services	4.5%
Hotels & Motels	3.4%
Government	2.9%
Residential Construction	2.0%
Other	9.1%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow security protection procedures
Ability to administer emergency first aid
Bondable
Ability to operate video surveillance equipment
Ability to use a baton
Security guard registration (Guard Card)
Possession of a valid driver's license
Licensed to carry firearms
Ability to write effectively and legibly
Possession of a reliable vehicle
Possession of a police record
Willingness to work independently
Knowledge of CPR & First Aid
Understanding of criminal law
Ability to exercise calm and patience in crisis situations
Public contact skills / oral communication skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, in-promotion or transfer, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Guards and Watch Guards**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 206 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Security Officer, Security Guard, Security Manager, Loss Prevention Officer, Asset Protection

Related DOT Code: 372.563-010, 372.667-030, 372.567-010

Career Ladders: May be promoted from sergeant to lieutenant to captain; may be promoted to security manager, asset protection leader, loss prevention manager

Nontraditional Occupation: Yes. Employers responding report that 24% of workers are female.

Turnover: The rate is 20.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 160 -- Medium

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	30
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing faster than the average job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 76% of workers are male, 24% are female.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS**OES 859020**

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training prior to hire. Employers indicate this training is generally sought through heating, air conditioning, and refrigeration trade schools.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 60 months or prior heating, air conditioning, and refrigeration experience.

Skills and Qualifications:

Install equipment, machines, wiring, or programs to meet specifications
 Able to determine what is causing an operating error and deciding what to do about it
 Able to repair machines or systems using the needed tools
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to determine the kind of tools and equipment needed to do a job
 Able to perform routine maintenance and determine when and what kind of maintenance is needed
 Able to identify the nature of problems
 Able to inspect and evaluate the quality of products
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Ability to read blueprints
 Able to lift at least 100 pounds repeatedly
 Possession of a good Department of Motor Vehicles driving record
 Public contact skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 10.00	\$8.00
New Hires, W/ Experience	\$5.75 - 15.00	\$10.00
After Three Years W/ Firm	\$12.00 - 22.50	\$17.00

Hours Worked: Almost all Dispatchers work full-time averaging 43 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	40%	53%	0%
Dental Insurance	20%	0%	13%
Vision Insurance	13%	0%	20%
Life Insurance	13%	0%	7%
Sick Leave	20%	0%	7%
Vacation	87%	0%	7%
Retirement Plan	13%	20%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Heating, Air Conditioning & Refrigeration**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 90 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 100 - 130 (Medium)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

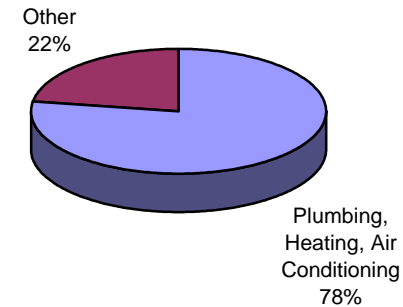
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	30
<u>Separations to 2004:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for this occupation is 30.0%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate growth to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: HVAC Installers & Technicians, Service Technicians, Installers

Related DOT Code: 637.261-014, 637.261-026, 637.381-010, 637.381-014, 827.361-014, 862.361-010, 869.281-010

Promotional Opportunities: May be promoted to lead installer, service technician, estimator, supervisor, shop manager

Turnover: Among employers surveyed, the rate is 18.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Some employers indicate that they require certification, generally due to state mandating imposed on certain types of businesses. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training are required.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months of prior care giving experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	77%
Dental Insurance:	46%
Vision Insurance:	38%
Life Insurance:	46%
Paid Vacation:	92%
Paid Sick Leave:	77%
Retirement Plan:	46%

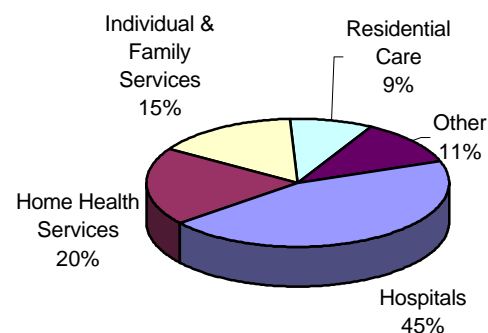
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Home Health Aides work full-time for an average of 40 hours per week. Some work part-time, averaging 27 hours per week. Few work as temporary help, or "on-call", averaging 17 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$8.54	\$6.38
New Hires, With Experience:	\$5.75 - \$9.20	\$6.75
After Three Years With Firm:	\$6.50 - \$10.00	\$7.70

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to prepare meals
Ability to apply transferring techniques moving patients
Possession of an HHA Certificate
Possession of a Certified Nurse Assistant qualification
CPR Certification
First Aide Certification
Ability to write effectively
Knowledge of medications and medical reactions of various drugs
Interpersonal communication skills
Possession of a valid driver's license
Empathy in working with patients with dementia
Ability to pass a pre-employment medical examination
Possession of a reliable vehicle
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Home Health Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Personal Care Aide, Caregiver, Certified Home Health Aide, Direct Care Staff, Care Providers

Related DOT Code: 355.674-014, 354.377-014

Career Ladders: May be promoted to administrator, case manager, or supervisor. May attain career as LVN or RN by meeting additional educational and licensing requirements.

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: High. The rate is 38.4% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 380 -- Large

Growth Projections:

New jobs through 2002:	240
<u>Separations to 2002:</u>	50
Total Openings:	290

Growth Trends: The new job growth rate for this occupation is 63.2%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Many employers anticipate their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

HOSTS, HOSTESSES -- RESTAURANT, LOUNGE, OR COFFEE SHOP**OES 650020**

Hosts and Hostesses -- Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high school diploma or equivalent. Among those surveyed, none indicate they require or prefer technical or vocational training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. Those seeking experience tend to hire applicants with 6 months of cash registering, general restaurant, or prior host or hostess experience.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to adjust actions in relation to others' actions
 Able to use mathematics to solve problems
 Able to manage one's own time and the time of others
 Able to talk to others to effectively convey information
 Able to be aware of others' reactions and understand why they react the way they do
 Able to identify the nature of problems
 Able to motivate, develop, and direct people as they work, identifying the best people for the job
 Able to listen to what others are saying and ask questions as appropriate
 Able to stand continuously for 2 or more hours
 Willing to work with close supervision
 Able to work under pressure

WAGES AND BENEFITS

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.00	\$5.75
New Hires, W/ Experience	\$5.75 - 6.50	\$5.75
After Three Years W/ Firm	\$5.75 - 7.25	\$5.75

*A few employers surveyed report that Hosts/Hostesses earn tips in addition to wages.

Hours Worked: Most Hosts and Hostesses work part-time averaging 21 hours per week. A few work seasonally at an average of 20 hours weekly. A few work full-time averaging 37 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	0%	0%	7%	13%	0%	0%
Dental Insurance	0%	0%	7%	13%	0%	0%
Vision Insurance	0%	0%	7%	7%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	0%	0%	7%	7%	0%	0%
Vacation	7%	13%	7%	7%	0%	0%
Retirement Plan	0%	0%	7%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Hosts & Hostesses**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

Employer Responses: 15 employers, representing 105 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 220 - 240 (Large)

Gender: Employers responding indicate 27% of workers are male, 73% are female.

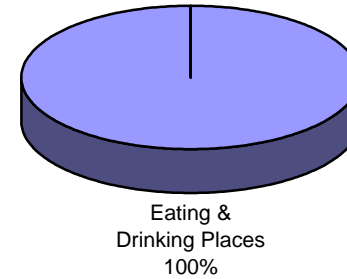
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	50
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing slower than the average new job growth rate of 10.9% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Server, Dining Room Attendants

Related DOT Code: 310.137-010

Promotional Opportunities: May be promoted to server, waiter/waitress, bartender, cook, banquet manager, food & beverage director, or shift manager

Turnover: Among employers surveyed, the rate is 64.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Employers report that all recent hires possess a high school diploma or equivalent. A few have been engaged in college course work without having earned a degree. Some employers require candidates to obtain a Class B commercial driver's license prior to employment.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 18 months of warehousing or manufacturing experience as a forklift operator, refuse driver, or truck driver.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	73%
Vision Insurance:	67%
Life Insurance:	87%
Paid Vacation:	100%
Paid Sick Leave:	67%
Retirement Plan:	73%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Industrial Truck & Tractor Operators work full-time averaging 40 hours per week. Some work seasonally, at an average of 40 hours weekly. A few work part-time, averaging 31 hours per week.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$13.00	\$12.84 - \$12.84	\$7.00	\$12.84
New Hires, With Experience:	\$6.00 - \$14.38	\$12.84 - \$13.00	\$8.00	\$12.92
After Three Years With Firm:	\$7.00 - \$16.78	\$12.84 - \$14.88	\$11.60	\$13.86

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Food & Kindred Products	38.60%
Lumber & Wood Products	15.30%
Motor Freight Transport. & Warehousing	9.80%
Department Stores	8.90%
Wholesale Trade - Nondurable Goods	5.50%
Lumber & Other Building Materials Dealers	4.20%
Rental of Railroad Cars	3.80%
Special Industry Machinery	3.00%
Wholesale Trade - Durable Goods	2.50%
Government	1.70%
Other	6.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Automotive maintenance and minor repair skills
Possession of a valid driver's license
Possession of a fork lift driver's certificate
Good eye-hand coordination
Ability to pass a pre-employment medical examination
Ability to lift at least 50 lbs. repeatedly
Possession of mechanical aptitude
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include basic computer literacy

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Forklift Operator, Warehouse Worker, Refuse Driver, Special Equipment Operator, Yard Laborer

Related DOT Code: 921.683-050, 929.683-014, 929.583-010, 921.683-042, 921.683-078

Career Ladders: May be promoted to supervisor/management positions, special equipment operator, lumber grader, store driver

Nontraditional Occupation: Yes. Employers responding report that 11% of workers are female.

Turnover: Moderate. The rate is 13.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Many employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, in-house promotion or transfer, private employment agencies, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Industrial Truck & Tractor Operators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 220 -- Large

Growth Projections: New jobs through 2002: 20
Separations to 2002: 30
Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 15 employers, representing 217 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

INSTRUCTORS AND COACHES -- SPORTS AND PHYSICAL TRAINING**OES 313210**

Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation, and observe and inform participants of corrective measures necessary to improve their skills. Does not include persons required to hold teaching credentials or who coach professional athletic teams.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. A few require an associate's degree. Most indicate they require or prefer technical or vocational training prior to hire. Specific training requirements vary widely, depending on the type of specialization sought by the employer.

Experience: Among those surveyed, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 3 - 24 months of previous experience as a sports or physical training instructor or coach.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to teach others how to do something
 Able to adjust actions in relation to others' actions
 Able to use multiple approaches when learning or doing something
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to motivate, develop, and direct people as they work, identifying the best people for the job
 Able to develop approaches for implementing an idea
 Able to work with new material or information to grasp its implications
 Able to identify the things that must be changed to achieve a goal
 Able to perform cardio pulmonary resuscitation
 Able to pass a pre-employment medical examination
 Possession of a clean police record

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00 - 14.00	\$9.50
New Hires, W/ Experience	\$5.75 - 15.00	\$10.25
After Three Years W/ Firm	\$7.10 - 25.00	\$13.90

Hours Worked: Most Sports and Physical Training Instructors and Coaches work part-time averaging 13 hours per week. Some work seasonally at an average of 14 hours weekly. A few work full-time at an average of 42 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	22%	0%	11%	0%	0%	0%
Dental Insurance	17%	0%	6%	0%	6%	0%
Vision Insurance	6%	0%	6%	0%	0%	0%
Life Insurance	6%	0%	11%	0%	0%	0%
Sick Leave	33%	0%	0%	0%	0%	0%
Vacation	39%	0%	0%	0%	0%	0%
Retirement Plan	11%	0%	6%	0%	6%	0%
Child Care	6%	0%	0%	6%	6%	6%

*Percentage is based on 18 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Instructors & Coaches**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 18 employers, representing 181 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 230- 310 (Large)

Gender: Employers responding indicate 51% of workers are male, 49% are female.

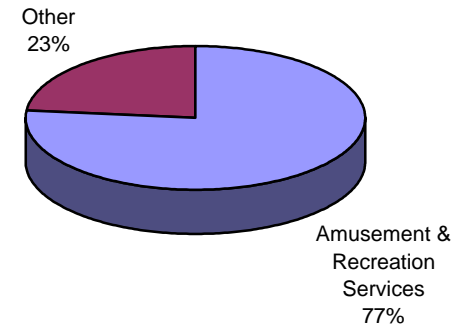
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	80
<u>Separations to 2004:</u>	20
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 34.8%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Most employers responding project their firm's employment in this occupation to grow over the next two years. Some anticipate growth remaining stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Coach, Teaching Professional, Fitness Trainer, Personal Trainer, Golf Pro, Aerobic/Cardio-Vascular Instructor, Exercise Physiologist

Related DOT Code: 099.224-010, 153.227-014, 153.227-018

Promotional Opportunities: May be promoted from assistant coach to head coach; from golf pro to head pro to manager; from apprentice to teaching pro; may be promoted to fitness director, tennis director, recreation leader, advanced coach, supervisor, assistant manager, or varsity coach

Turnover: Among employers surveyed, the rate is 9.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

INSURANCE POLICY PROCESSING CLERKS**OES 533140**

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, cancelling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Please do not include Claims Clerks and Banking Insurance Clerks.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires have been engaged in college course work without having earned a degree. Few employers require receipt of insurance license prior to employment.

Experience: Many employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months of clerical, sales, customer service, reception, or other experience within the insurance industry.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	75%
Dental Insurance:	56%
Vision Insurance:	25%
Life Insurance:	63%
Paid Vacation:	100%
Paid Sick Leave:	81%
Retirement Plan:	13%

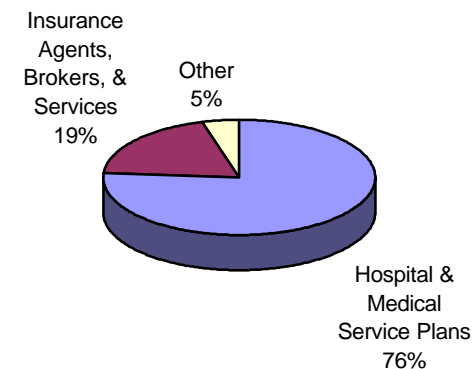
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Insurance Policy Processing Clerks work full-time, at an average of 39 hours per week. Some work part-time averaging 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.26 - \$9.21	\$6.40
New Hires, With Experience:	\$5.92 - \$13.00	\$8.00
After Three Years With Firm:	\$7.00 - \$15.00	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Record keeping skills
Alphabetic and numeric filing skills
Ability to interpret policy coverage
Ability to perform detailed clerical work
Understanding of insurance terminology
Customer service / Telephone answering skills
Ability to write effectively and legibly
Knowledge of medical terminology
Ability to type at least 45 wpm
Willingness to work with close supervision
Ability to work independently
Good sales skills
Emerging skills include increased emphasis on computer, especially in terms of word processing, spreadsheet, and database

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Representative, Policy Clerk, Policy Typist, Sales/Service Associate

Related DOT Code: 203.382-014, 209.687-018, 219.362-042, 219.362-050, 219.482-014

Career Ladders: May be promoted to office manager, account manager, or agent with proper licensing

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: Moderately High. The rate is 21.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Insurance Policy Processing Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 210 -- Large

Growth Projections: New jobs through 2002: 10
Separations to 2002: 20
Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Some expect employment to remain the same.

Employer Responses: 17 employers, representing 51 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

JANITORS AND CLEANERS -- EXCEPT MAIDS AND HOUSEKEEPING**OES 670050**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of needs for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to employment. All those surveyed report they do not require training, and few indicate a preference for prior training. However, almost all employers express that their firm will accept training as a substitute for experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 12 months of previous janitorial or related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	53%
Dental Insurance:	53%
Vision Insurance:	53%
Life Insurance:	20%
Paid Vacation:	47%
Paid Sick Leave:	53%
Retirement Plan:	47%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Janitors work full-time averaging 40 hours per week. Some work part-time at an average of 21 hours weekly; some "on-call" with widely varying hours.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.90	\$7.67 - 9.57	\$7.85
New Hires, With Experience:	\$5.75 - 8.43	\$8.48 - 10.77	\$8.48
After Three Years With Firm:	\$6.50 - 9.00	\$9.35 - 13.42	\$9.35

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Educational Services	30.9%
Business Services	16.3%
Health Services	6.7%
Eating Places	5.4%
Membership Organizations	4.7%
Real Estate	3.4%
Carpet & Upholstery Cleaning	3.0%
Social Services	2.3%
Department Stores	1.6%
Hotels & Motels	1.5%
Other	22.1%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to understand floor polishing equipment
Understanding of cleaning compounds and solutions
Brush painting skills
Lawn and garden care skills
Window washing skills
Pest extermination skills
Painting skills
Ceramic or floor tile repair skills
Carpentry skills
People skills
Ability to shampoo carpets
Possession of a valid driver's license
Lift at least 100 lbs. Repeatedly
Possession of a reliable vehicle
Ability to read and follow directions
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Janitors and Cleaners**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 15 employers, representing 150 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Custodian, Maintenance, Grounds Worker

Related DOT Code: 381.687-014, 382.664-010, 389.683-010, 381.687-026, 381.687-034, 389.687-014

Career Ladders: May be promoted to lead custodian, other maintenance or supervisor positions

Nontraditional Occupation: Yes. Employers responding report that 14% of workers are female.

Turnover: The rate is 27.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 850 -- Very Large

Growth Projections:

New jobs through 2002:	130
<u>Separations to 2002:</u>	130
Total Openings:	260

Growth Trends: The new job growth rate for this occupation is 15.3%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this this occupation to remain stable over the next two years.

Gender: Employers responding indicate 86% of workers are male, 14% are female.

LABORERS, LANDSCAPING AND GROUNDSKEEPING**OES 790410**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Few have pursued college level studies. Some employers report that training is usually required prior to employment, but most place an emphasis on previous work experience. Those requiring training seek candidates with an accredited certificate in horticulture.

Experience: Most employers report that they usually require work-related experience prior to employment. They tend to hire applicants with 6 - 30 months experience as a landscaper, groundskeeper, gardener, tree trimmer, pruner, laborer, or park maintenance worker.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	82%
Dental Insurance:	71%
Vision Insurance:	65%
Life Insurance:	47%
Paid Vacation:	82%
Paid Sick Leave:	59%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Laborers, Landscapers, and Groundskeepers work full-time, averaging 40 hours per week. A few work part-time or seasonally, at a weekly average of 30 hours and 40 hours, respectively.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$7.19	\$8.14 - \$12.64	\$6.00	\$9.93
New Hires, With Experience:	\$6.00 - \$8.50	\$9.21 - \$12.64	\$7.00	\$11.16
After Three Years With Firm:	\$7.00 - \$13.00	\$10.85 - \$14.60	\$9.63	\$12.32

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Landscape & Horticultural Services	41.00%
Real Estate	16.40%
Retail Nurseries & Garden Stores	9.80%
Flowers & Florists	8.20%
Amusement & Recreation Services	6.60%
Membership Organizations	4.10%
Social Services	3.80%
Health Services	3.50%
Other	6.60%

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of horticulture
Lawn and garden care skills
Pruning skills
Knowledge of gardening tools
Knowledge of pesticides and herbicides
Sprinkler installation and repair skills
Possession of a valid driver's license
Ability to lift at least 75 lbs. Repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Public contact skills
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Groundsman, Park Maintenance Technician, Landscape Maintenance Worker, Gardener

Related DOT Code: 406.687-010, 408.161-010, 408.687-014, 406.684-014

Career Ladders: May be promoted to crew leader, foreman, supervisor or manager positions

Nontraditional Occupation: Yes. Employers responding report that 6% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers surveyed report they are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Landscapers and Groundskeepers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 320 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 40
Total Openings: 100

Growth Trends: The new job growth rate for this occupation is 18.8%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 19 employers, representing 155 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires possess a high school diploma or equivalent. Few have earned a college degree. Few employers require training prior to employment.

Experience: Almost all employers report that they require work-related experience. They tend to hire applicants with 6 - 36 months of experience in the following: construction, carpentry, electrical, mechanical, or HVAC.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	78%
Vision Insurance:	50%
Life Insurance:	56%
Paid Vacation:	94%
Paid Sick Leave:	72%
Retirement Plan:	78%

*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Maintenance Repairers work full-time, averaging 40 hours per week. Few work part-time, averaging 19 hours weekly.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - \$12.11	\$7.50 - \$11.43	\$6.78	\$9.71
New Hires, With Experience:	\$6.50 - \$14.98	\$9.00 - \$13.27	\$7.75	\$10.70
After Three Years With Firm:	\$7.50 - \$20.00	\$10.93 - \$16.09	\$11.50	\$11.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Educational Services	17.70%
Real Estate	14.90%
Government	10.00%
Health Services	7.10%
Amusement & Recreation Services	6.50%
Business Services	4.30%
Manufacturing	2.70%
Construction	2.40%
Eating Places	2.30%
Hotels & Motels	1.90%
Other	20.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read and follow instructions
Record keeping skills
Ability to read blueprints
Ability to operate power tools
Ability to repair and install heating and air conditioning systems
Ability to do cement work
Arc & gas welding skills
Painting skills
Carpentry skills
Electrical repair skills
Plumbing repair skills
Ability to lift at least 50 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to provide own hand tools

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Maintenance Repairers -- General Utility**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Plant Manager, Maintenance Technician, Maintenance Assistant, Operation Technician

Related DOT Code: 899.261-014, 899.381-010

Career Ladders: May be promoted to supervisory positions

Nontraditional Occupation: Yes. Employers responding report that 3% of workers are female.

Turnover: Moderate. The rate is 19.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Some employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 690 -- Very Large

Growth Projections: New jobs through 2002: 140
Separations to 2002: 110
Total Openings: 250

Growth Trends: The new job growth rate for this occupation is 20.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all businesses project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 21 employers, representing 87 employees is this occupation, supplied data used in developing the analysis of this occupational profile.

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS**OES 130110**

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to employment. Many indicate they require a bachelor's degree. There is little emphasis placed on additional vocational or technical training for this occupation.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior sales, marketing, promotion, or advertising experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	60%
Vision Insurance:	40%
Life Insurance:	73%
Paid Vacation:	93%
Paid Sick Leave:	93%
Retirement Plan:	47%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: All Marketing, Advertising, & Public Relations managers surveyed work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$8.00 - 21.58	\$12.95
New Hires, With Experience:	\$9.50 - 23.97	\$14.38
After Three Years With Firm:	\$11.51 - 25.27	\$17.05

*Some firms indicate they pay commission or bonuses in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Photographic Studios, Portrait	10.9%
Automotive Dealers & Gas Stations	9.8%
Business Services	8.6%
Colleges & Universities	8.2%
Printing, Publishing & Allied Industries	6.7%
Department Stores	6.2%
Communication	5.8%
Social Services	4.0%
Gas & Other Service Combined	3.9%
Eating Places	3.9%
Hospitals	3.5%
Other	28.50%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to manage an activity or department
Supervisory skills
Ability to analyze and use market research data and reports
Understanding of labor relations practices
Media advertising sales skills
Telephone sales techniques skills
Ability to write effectively and legibly
Ability to meet sales & other deadlines
Ability to maintain good customer relationships
Ability to manage unexpected situations or circumstances
Ability to manage multiple priorities
Willingness to travel
Excellent interpersonal skills
Ability to organize work and pay attention to detail
Word processing, spreadsheet, database, and desktop publishing skills
Emerging skills include increased familiarity with Internet/web page design

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: In-house promotion or transfer, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Marketing, Advertising & Public Relations Mgrs.**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 18 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: General Sales Manager, Promotions Director, Product Manager, Marketing Coordinator

Related DOT Code: 141.137-010, 163.117-018, 163.117-022, 163.167-010, 163.167-018, 164.117-010, 164.117-018

Career Ladders: May be promoted to sales account executive, national sales manager, sales director, vice president, or other management positions

Nontraditional Occupation: No. Employers responding report that 44% of workers are female.

Turnover: The rate is 11.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 220 -- Large

Growth Projections: New jobs through 2002: 40
Separations to 2002: 30
Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 18.2%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 56% of workers are male, 44% are female.

MEDICINE AND HEALTH SERVICE MANAGERS**OES 150080**

Medicine and Health Service Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require an associate or bachelor's degree prior to employment; a few require a graduate degree. Many employers indicate they require or prefer additional technical or vocational training prior to hire. Some of the following have been indicated: background in psychology, social work, registered nursing, business, computers.

Experience: All employers surveyed report that they require or prefer work-related experience prior to employment. They tend to hire applicants with 12 - 60 months of experience working within the health industry, and possessing general business management skills.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	59%
Life Insurance:	76%
Paid Vacation:	94%
Paid Sick Leave:	94%
Retirement Plan:	88%

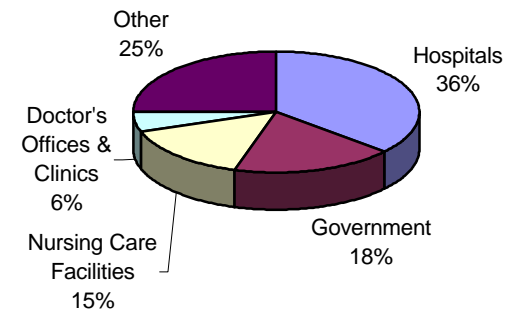
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Medicine & Health Service Managers work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$10.00 - 16.65	\$12.71
New Hires, With Experience:	\$10.00 - \$38.36	\$16.50
After Three Years With Firm:	\$10.36 - \$30.68	\$19.18

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow medical records control procedures
Ability to keep abreast of most recent state & federal regulations
Infection control skills
Ability to interpret policy coverage
Understanding of health insurance
Knowledge of preventing, eradicating, and controlling diseases
Understanding of health department regulations
Ability to write effectively and legibly
Ability to apply inventory control methods
Willingness to work irregular hours
Negotiation skills
Conceptual & analytical skills
Oral communication skills
Business administration skills / knowledge of contracting
Spreadsheet, word processing, and database skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrator, Medical Director, Medical Offices Manager, Practice Manager, Center Director

Related DOT Code: 075.117-014, 075.117-022, 187.117-010, 079.167-014

Career Ladders: May be promoted to a director, clinic coordinator, or other administrative position

Nontraditional Occupation: No. Employers responding report that 84% of workers are female.

Turnover: Among employers surveyed, the rate is 14.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used to recruit new employees include: newspaper ads, private employment agencies, colleges/universities, in-house promotion, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Medicine & Health Service Managers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 49 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 150 -- Medium

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for Medicine & Health Service Managers is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 16% of workers are male, 84% are female.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. A few indicate they require an associate's degree prior to hire. State certification as a nurse aide requires 100 hours of supervised clinical training and 50 hours of classroom training. Almost all employers surveyed report they require or prefer certification.

Experience: Almost all employers report that they require or prefer work-related experience. They indicate a preference for those with 3 - 12 months of prior nursing aide, home health aide, or related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	88%
Dental Insurance:	76%
Vision Insurance:	47%
Life Insurance:	65%
Paid Vacation:	82%
Paid Sick Leave:	71%
Retirement Plan:	47%

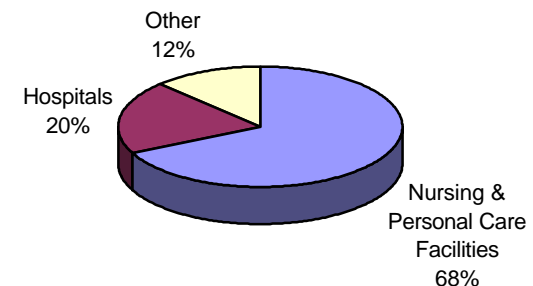
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Nurse Aides work full-time averaging 38 hours per week. Some work part-time at an average of 22 hours weekly. A few work "on-call" at an average of 16 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$8.71	\$6.25
New Hires, With Experience:	\$5.75 - \$8.71	\$6.88
After Three Years With Firm:	\$6.99 - \$10.00	\$7.60

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to provide personal services to patients
Ability to exercise compassion, care, and empathy
Knowledge of orthopedic care
Understanding of asepsis
Ability to administer emergency first aid and CPR
Ability to apply dressings and compresses
Ability to apply transferring techniques moving patients
Knowledge of surgical preparation procedures
Post surgical care skills
Possession of nurses aid certification is desirable
Ability to handle crisis situations
Record keeping skills
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions
Oral communication skills / people skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Nurse Aides**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 773 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Nurse Aide, Certified Nursing Assistant, Personal Care Attendant

Related DOT Code: 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

Career Ladders: May be promoted to medical records clerk or other clerical positions; to facilities supervisor or restorative aide; to LVN or RN by meeting additional education requirements

Nontraditional Occupation: No. Employers responding report that 90% of workers are female.

Turnover: Among employers surveyed, the rate is 56.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 920 -- Very Large

Growth Projections:

New jobs through 2002:	210
<u>Separations to 2002:</u>	100
Total Openings:	310

Growth Trends: The new job growth rate for this occupation is 22.8%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth.

Gender: Employers responding indicate 10% of workers are male, 90% are female.

PAINTERS, PAPERHANGERS -- CONSTRUCTION AND MAINTENANCE**OES 874020**

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

EMPLOYER REQUIREMENTS

Education and Training: Some employers report they require a high school diploma or equivalent. Among those surveyed, none indicate a preference for hiring applicants who have had technical or vocational training.

Experience: Almost all employers report they require or prefer work experience in this occupation. They indicate a preference for hiring applicants with 12 - 36 months of prior painting experience.

Skills and Qualifications:

Able to determine the kind of tools and equipment needed to do a job
 Able to inspect and evaluate the quality of products
 Able to listen to what others are saying and ask questions as appropriate
 Able to use and read a tape measure
 Knowledge of paints and related chemicals
 Brush, roller, and spray painting skills
 Drywall installation and repair skills
 Surface preparation skills
 Able to tolerate dust and paint fumes
 Able to work from ladders and scaffolds
 Possession of good color perception
 Able to stand continuously for 2 or more hours
 Able to lift at least 50 pounds repeatedly
 Possession of a reliable vehicle
 Willing to work with close supervision
 Able to pay attention to detail
 Customer service skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 10.00	\$7.00
New Hires, W/ Experience	\$8.00 - 12.00	\$9.00
After Three Years W/ Firm	\$10.00 - 15.00	\$12.00

Hours Worked: Most Painters and Paperhangers work full-time at an average of 39 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	12%	24%	0%
Dental Insurance	0%	6%	12%
Vision Insurance	0%	6%	0%
Life Insurance	12%	0%	0%
Sick Leave	12%	0%	0%
Vacation	35%	0%	0%
Retirement Plan	0%	6%	6%
Child Care	0%	0%	0%

*Percentage is based on 17 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Painters & Paperhangers**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employer Responses: 17 employers, representing 72 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 130 - 150 (Medium)

Gender: Employers responding indicate 93% of workers are male, 7% are female.

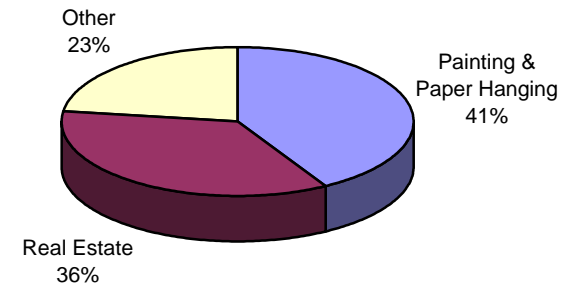
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 15.4%, which is growing faster than the average new job growth rate of 10.9% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: None Available

Related DOT Code: 840.381-010, 840.381-018, 840.681-010, 840.684-010, 841.381-010, 845.681-010, 869.664-014

Promotional Opportunities: May be promoted from apprentice to journey painter; to supervisor

Turnover: Among employers surveyed, the rate is 34.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

PERSONAL AND HOME CARE AIDES**OES 680350**

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Those seeking trained applicants place an emphasis on nursing aide, home care assistance, family and children, and training in counseling and other aspects of the behavioral sciences.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months experience as a personal and home care aide, nursing aide, counselor, or other personal assistance.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Being aware of others' reactions and understand why they react the way they do
 Able to actively look for ways to help people
 Able to listen to what others are saying and ask questions as appropriate
 Able to teach others how to do something
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to identify the things that must be changed to achieve a goal
 Able to observe and evaluate the outcomes of a problem solution to identify lessons learned or redirect efforts
 Able to use multiple approaches when learning or teaching new things
 Understanding of good diet and nutrition
 Knowledge of geriatrics and family social work
 High standards of personal cleanliness

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 6.50	\$6.00
New Hires, W/ Experience	\$5.75 - 8.00	\$6.50
After Three Years W/ Firm	\$6.25 - 11.00	\$8.00

Hours Worked: Some Personal & Home Care Aides work on a temporary or "on-call" basis, averaging 7 hours per week. Some work full-time at an average of 40 hours weekly. Some work part-time averaging 19 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	7%	0%	47%	0%	0%	0%
Dental Insurance	0%	0%	40%	0%	0%	0%
Vision Insurance	0%	0%	7%	0%	0%	0%
Life Insurance	7%	0%	7%	0%	0%	0%
Sick Leave	40%	0%	0%	0%	0%	0%
Vacation	47%	0%	0%	0%	0%	0%
Retirement Plan	0%	0%	27%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Personal & Home Care Aides**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 15 employers, representing 376 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 560 - 680 (Very Large)

Gender: Employers responding indicate 16% of workers are male, 84% are female.

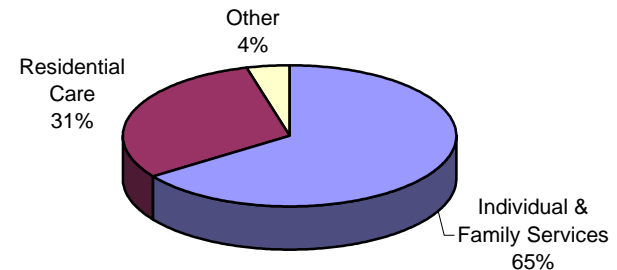
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	120
<u>Separations to 2004:</u>	80
Total Openings:	200

Growth Trends: The new job growth rate for this occupation is 21.4%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Resident Staff, Personal Home Care Attendant, Direct Care Staff, Respite Care Provider, Personal Supportive Living Staff, Life Guidance Staff, Homemaker

Related DOT Code: 309.354-010, 359.573-010

Promotional Opportunities: May be promoted to case management staff, respite worker, facilitator, instructor, house manager, supervisor, facility supervisor, or coordinator

Turnover: Among employers surveyed, the rate is 32.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

PHYSICAL THERAPISTS**OES 323080**

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity or crippling.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers responding indicate they require at least a bachelor's degree prior to hiring an applicant for this occupation. Additionally, graduation from a committee-approved school of physical therapy is required by the State of California. Private practice physical therapy requires certification to perform outpatient medicare services.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 24 months of experience as a physical therapist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	71%
Dental Insurance:	50%
Vision Insurance:	36%
Life Insurance:	71%
Paid Vacation:	79%
Paid Sick Leave:	79%
Retirement Plan:	71%

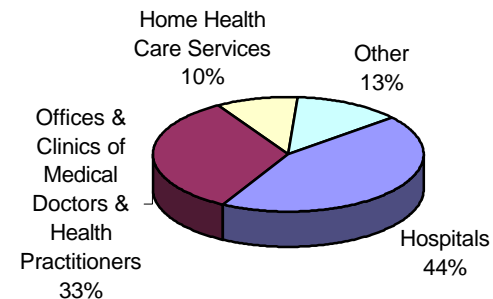
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Physical Therapists work full-time averaging 40 hours per week. Some work part-time at an average of 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$18.00 - \$28.00	\$23.48
New Hires, With Experience:	\$20.00 - \$36.63	\$26.94
After Three Years With Firm:	\$21.00 - \$39.03	\$30.98

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of geriatrics
Knowledge of pediatrics
Knowledge of sports medicine
Knowledge of cardiac rehabilitation
Ability to provide safe and effective provisions of therapy
Problem solving skills
Manual dexterity
Possession of mechanical aptitude
Ability to write effectively and legibly
Knowledge of the ways in which health care systems work is desirable
Willingness to work with close supervision
Ability to work as part of a team
Ability to work independently
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Staff Physical Therapist

Related DOT Code: 076.121-014

Career Ladders: May be promoted to director or regional consultant

Nontraditional Occupation: No. Employers responding report that 46% of workers are female.

Turnover: Among employers surveyed, the rate is 11.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges/universities, current employee referrals, school or program referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Physical Therapists**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 14 employers, representing 54 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 90 -- Small

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	10
Total Openings:	40

Growth Trends: The new job growth rate for Physical Therapists is 33.3%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 54% of workers are male, 46% are female.

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS**OES 875020**

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report that they require a high school diploma or equivalent prior to employment. Most indicate they do not require or prefer technical or vocational training. However, most express that their firm will accept plumbing training as a substitute for work experience.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior plumbing experience. They also express a strong preference for those with proven mechanical aptitude.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	73%
Dental Insurance:	20%
Vision Insurance:	20%
Life Insurance:	27%
Paid Vacation:	67%
Paid Sick Leave:	27%
Retirement Plan:	20%

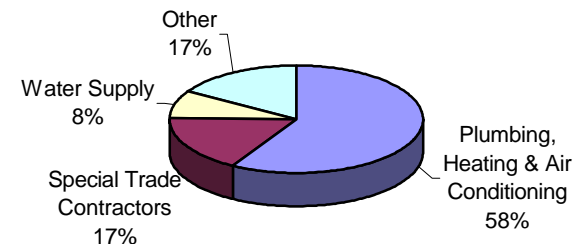
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Plumbers, Pipefitters, and Steamfitters work full-time at an average of 40 hours per week. A few work seasonally at 40 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - 13.82	\$7.25
New Hires, With Experience:	\$7.19 - 13.82	\$10.50
After Three Years With Firm:	\$13.00 - 20.00	\$16.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read blueprints and follow instructions
Ability to use hand tools -- mechanical aptitude
Cost estimating skills
Pipefitting skills
Arc & gas welding skills
Soldering skills
Understanding of building codes
Possession of a valid driver's license
Ability to lift at least 50 lbs.
Ability to provide own hand tools
Possession of a reliable vehicle
Public contact skills
Ability to work independently
Basic math skills
Able to present a clean appearance

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Utility Worker, Apprentice Plumber, Journeyman Plumber, Plumbing Technician, Service Technician

Related DOT Code: 862.261-010, 862.281-022, 862.381-030, 862.381-034, 862.681-010, 862.281-026

Career Ladders: May be promoted from apprentice plumber to journey level; may be promoted to superintendent, foreman, lead plumber, or estimator

Nontraditional Occupation: Yes. Employers responding report that 3% of workers are female.

Turnover: The rate is 8.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report their employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Plumbers, Pipefitters, and Steamfitters**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 15 employers, representing 59 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 110 -- Medium

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	20
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 36.4%, which is growing much faster than the average job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this same period.

Gender: Employers responding indicate 97% of workers are male, 3% are female.

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS**OES 150110**

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales, and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Please do not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires have been engaged in college course work without having earned a degree. Few employers indicate that training is required prior to employment, but report a preference for previous experience. Employers place an emphasis in the area of "on-the-job" training under the direction of a property management supervisor.

Experience: Most employers report that they usually require work experience. They tend to hire applicants with 6 - 48 months of experience in real estate, property, or resident management.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	73%
Dental Insurance:	45%
Vision Insurance:	36%
Life Insurance:	55%
Paid Vacation:	100%
Paid Sick Leave:	82%
Retirement Plan:	55%

*Percentage is based on 11 employers responding to this particular question.

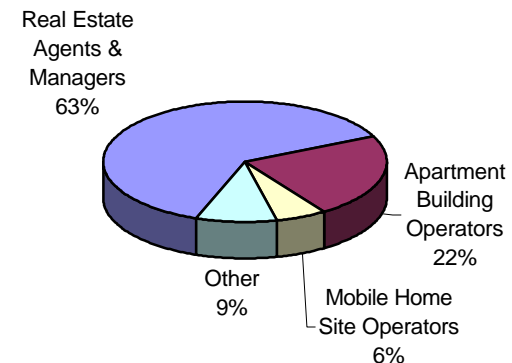
HOURS AND WAGES

Hours: Most Property And Real Estate Managers work full-time, averaging 41 hours per week. Some work part-time, at an average of 11 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.96 - \$12.01	\$8.96
New Hires, With Experience:	\$8.80 - \$16.88	\$10.69
After Three Years With Firm:	\$8.80 - \$18.22	\$11.99

*Due to broad occupational definition, which includes resident managers, almost all "on-site" property managers receive free housing allowance, which is calculated into the wage information.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain financial records
Ability to manage an activity or department
Ability to plan and organize the work of others
Ability to prepare and arrange sales contracts
Ability to handle credit and collections
Knowledge of escrow and title functions
Ability to hire and assign personnel
Ability to negotiate property leases
Carpentry skills
Ability to work independently
Ability to write effectively and legibly
Problem solving skills
Public contact / Oral communication skills
Emerging skills place an increased emphasis on computer knowledge, primarily in terms of word processing and spreadsheet software

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Property And Real Estate Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Resident Manager, Manager

Related DOT Code: 186.167-018, 186.167-038, 186.167-046, 191.117-050, 186.117-046, 186.167-066

Career Ladders: May be promoted to regional manager

Nontraditional Occupation: No. Employers responding report that 49% of workers are female.

Turnover: Moderately High. The rate is 21.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 130 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 15.4%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 15 employers, representing 37 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Few employers require training prior to employment, but indicate a preference for work experience. Those that do, seek candidates with basic computer and general office training.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months in various aspects of office experience. These include the following: receptionist, administrative assistant, dental office, secretary, clerk typist, or customer service.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	90%
Dental Insurance:	57%
Vision Insurance:	48%
Life Insurance:	62%
Paid Vacation:	100%
Paid Sick Leave:	90%
Retirement Plan:	76%

*Percentage is based on 21 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Receptionists work full-time averaging 40 hours per week. Few work part-time, at an average of 21 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.88 - \$9.53	\$7.00	\$9.37
New Hires, With Experience:	\$5.88 - \$10.21	\$8.00	\$9.78
After Three Years With Firm:	\$6.82 - \$12.08	\$9.00	\$11.83

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Personal & Business Services	27.0%
Colleges & Universities	18.4%
Health Services	17.8%
Insurance & Real Estate	4.0%
Veterinary Services	3.1%
Legal Services	2.3%
Social Services	2.1%
Local Government	1.4%
Accounting, Auditing, & Bookkeeping	1.3%
Physical Fitness Facilities	1.3%
Other	21.3%

QUALIFICATIONS

Employers rated the following qualifications very important:

Alphabetic and numeric filing skills
Bookkeeping skills / Some accounting skills desirable
Ability to operate an enhanced communication system (voice mail, paging)
Telephone answering skills / Oral communication skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Willingness to work with close supervision
Customer service skills / Public contact skills
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Strong emphasis placed on increased computer skills, especially in terms of word processing, data base, spreadsheet, and keeping apprised of new software packages

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrative Assistant, Front Office Receptionist, Customer Service Representative, Office Assistant

Related DOT Code: 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-042, 237.367-046

Career Ladders: May be promoted to billing clerk, payroll, bookkeeper, secretary, sales assistant, or office manager

Nontraditional Occupation: No. Employers responding report that 97% of workers are female.

Turnover: High. The rate is 41.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for: **Receptionists And Information Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,010 -- Very Large

Growth Projections:

New jobs through 2002:	260
<u>Separations to 2002:</u>	170
Total Openings:	430

Growth Trends: The new job growth rate for this occupation is 25.7%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 23 employers, representing 102 employees in this occupation, supplied data used in developing this occupational profile.

RECREATION WORKERS**OES 273110**

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

EMPLOYER REQUIREMENTS

Education and Training: Almost all employers report they require at least a high school diploma. A few report they require an associate's degree. Many indicate they require or prefer technical or vocational training prior to hire. Training sought has been expressed by many employers as a recreation degree or certificate.

Experience: All employers responding report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 24 months of prior recreation experience.

Skills and Qualifications:

Able to adjust actions in relation to others' actions
 Able to talk to others to effectively convey information
 Able to actively look for ways to help people
 Being aware of others' reactions and understanding why they react the way they do
 Able to develop approaches for implementing an idea
 Able to motivate, develop, and direct people as they work, identifying the best people for the job
 Able to manage one's own time and the time of others
 Able to listen to what others are saying and ask questions as appropriate
 Knowledge of geriatrics
 Able to administer emergency first aid
 Able to accurately record and report information
 Good physical condition
 Possession of a good police record
 Able to work independently

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 11.16	\$6.25
New Hires, W/ Experience	\$6.25 - 9.67	\$7.35
After Three Years W/ Firm	\$7.10 - 15.10	\$9.00

Hours Worked: Most Recreation Workers work part-time averaging 25 hours per week. Some work seasonally averaging 23 hours per week. A few work full-time at an average of 41 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	20%	0%	27%	7%	0%	0%
Dental Insurance	27%	0%	20%	7%	0%	0%
Vision Insurance	20%	0%	13%	0%	0%	0%
Life Insurance	33%	7%	7%	0%	0%	0%
Sick Leave	47%	13%	0%	0%	0%	0%
Vacation	53%	13%	0%	0%	0%	0%
Retirement Plan	27%	0%	7%	7%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Recreation Workers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 15 employers, representing 196 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 690 - 740 (Very Large)

Gender: Employers responding indicate 37% of workers are male, 63% are female.

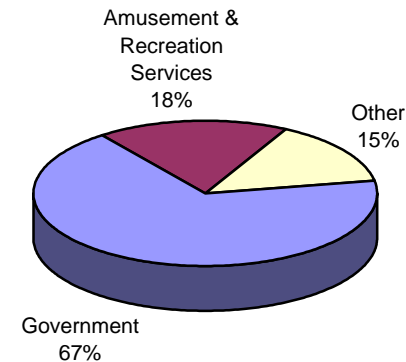
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	50
<u>Separations to 2004:</u>	230
Total Openings:	280

Growth Trends: The new job growth rate for this occupation is 7.2%, which is growing slower than the average new job growth rate of 10.9% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Activities Director, Activities Coordinator, Program Specialist, Program Coordinator, Recreation Leader, Recreation Coordinator, Guide Trainee

Related DOT Code: 153.137-010, 159.124-010, 187.167-238, 195.227-010, 195.227-014, 352.167-010

Promotional Opportunities: May be promoted to instructor, recreation II & III positions, recreation manager, or site director

Turnover: Among employers surveyed, the rate is 12.2% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

REGISTERED NURSES**OES 325020**

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent hires have earned either a bachelor's degree or an associate's degree. Prior to practicing as a registered nurse, the State of California requires candidates to be graduates of an accredited school of professional nursing, followed by licensing. Persons interested in becoming a registered nurse should seek full details by contacting the California Board of Registered Nursing.

Experience: Almost all employers usually or always require work-related experience. They tend to hire applicants with 12 - 24 months of previous experience in nursing.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	67%
Life Insurance:	87%
Paid Vacation:	93%
Paid Sick Leave:	93%
Retirement Plan:	80%

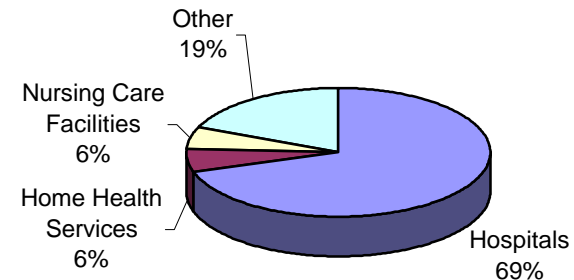
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Registered Nurses work full-time for an average of 40 hours per week. Some work part-time, averaging 25 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$10.40 - \$18.00	\$14.42 - \$16.26	\$15.46	\$15.34
New Hires, With Experience:	\$12.00 - \$25.00	\$14.42 - \$17.54	\$16.63	\$15.98
After Three Years With Firm:	\$13.50 - \$27.00	\$15.05 - \$18.17	\$18.75	\$16.61

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Ability to plan and organize the work of others
Ability to monitor and provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Record keeping skills
Intensive care treatment skills
Ability to apply transferring techniques moving patients
Ability to write effectively and legibly
Keeping apprised of new and effective drugs in use
Manipulation of intrathecal catheters
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Public contact / Oral communication skills
Emerging skills place an emphasis on computer literacy

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Registered Nurses**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Surgical Nurse, RN Charge Nurse, Administrative Nurse, School Nurse

Related DOT Code: 075.364-010, 075.124-010, 075.124-014, 075.137-014, 075.374-014, 075.374-018, 075.167-010

Career Ladders: May be promoted to a director of nursing staff, coordinator of clinic, charge nurse of specialty unit, or other administrative positions

Nontraditional Occupation: No. Employers responding report that 76% or workers are female.

Turnover: Moderately Low. The rate is 8.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of firms surveyed, some employees belong to a union

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,620 -- Very Large

Growth Projections: New jobs through 2002: 370
Separations to 2002: 170
Total Openings: 540

Growth Trends: The new job growth rate for this occupation is 22.8%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 16 employers, representing 734 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RESPIRATORY CARE PRACTITIONERS**OES 323020**

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

EMPLOYER REQUIREMENTS

Education and Training: All employers responding report they require at least an associate's degree. All indicate they require graduation from a respiratory therapy school and licensing by the State Respiratory Care Board.

Experience: Most employers report they require or prefer prior work experience in this occupation. They tend to hire applicants with 6 - 12 months of previous experience as a respiratory care practitioner.

Skills and Qualifications:

Able to control operations of equipment or systems (includes ability to administer an electro-encephalograph and electro-cardiograph test)
 Able to assist physician during bronchoscopy
 Able to perform endotracheal intubation
 Able to understand written sentences and paragraphs in work documents
 Able to assess how well one is doing when learning or doing something
 Able to listen to what others are saying and ask questions as appropriate
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to identify the nature of problems
 Able to watch gauges, dials, or other indicators to make sure a machine is working properly
 Able to actively look for ways to help people
 Able to write effectively and legibly
 Able to work under pressure and handle crisis situations

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$12.55 - 17.00	\$15.00
New Hires, W/ Experience	\$10.65 - 19.00	\$14.91
After Three Years W/ Firm	\$14.17 - 21.00	\$17.55

Hours Worked: Most Respiratory Care Practitioners work full-time averaging 40 hours per week. Some work part-time at an average of 19 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	50%	0%	50%	33%	0%	0%
Dental Insurance	50%	0%	50%	33%	0%	0%
Vision Insurance	50%	0%	50%	33%	0%	0%
Life Insurance	33%	0%	17%	17%	17%	17%
Sick Leave	100	33%	0%	0%	0%	0%
Vacation	100	33%	0%	0%	0%	0%
Retirement Plan	33%	17%	67%	17%	0%	0%
Child Care	0%	0%	0%	0%	50%	17%

*Percentage is based on 6 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Respiratory Care Practitioners**

Experienced applicants: Not Competitive

Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employer Responses: 6 employers, representing 46 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 100 (Small)

Gender: Employers responding indicate 37% of workers are male, 63% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

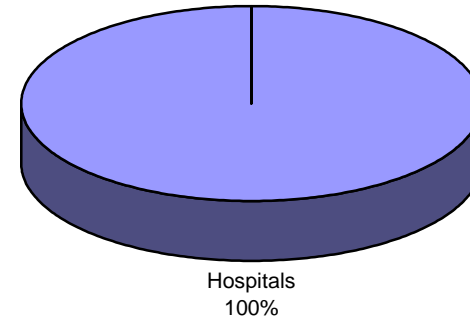
New jobs through 2004: 20

Separations to 2004: 10

Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Respiratory Therapist, Staff Therapist

Related DOT Code: 076.361-014

Promotional Opportunities: May be promoted to center manager or branch manager

Turnover: Among employers surveyed, the rate is 10.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

ROOFERS**OES 878080**

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

EMPLOYER REQUIREMENTS

Education and Training: Most employers report they require a high school diploma or equivalent. Among those responding, none indicate they require technical or vocational training prior to hire.

Experience: Many employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months experience as a roofer, roofing-related, or other construction-related occupation.

Skills and Qualifications:

Able to determine the kind of tools and equipment needed to do a job
 Able to control operations of equipment or systems
 Knowledge of tar and asphalt mixtures
 Able to install and repair shingles and shakes
 Able to inspect and evaluate the quality of products
 Able to repair machines or systems using the needed tools
 Able to apply asphalt felts and coatings
 Able to apply composition roofing materials
 Able to implement safe work practices
 Basic construction and carpentry skills
 Able to adjust actions in relation to others' actions
 Understanding of building codes
 Possession of a valid driver's license
 Able to tolerate dust and unpleasant odors
 Able to lift at least 100 pounds repeatedly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 8.00	\$7.00
New Hires, W/ Experience	\$6.50 - 13.00	\$10.00
After Three Years W/ Firm	\$9.50 - 15.50	\$12.50

Hours Worked: Many Roofers work full-time averaging 40 hours per week. Many work seasonally at an average of 40 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	0%	25%	0%
Dental Insurance	0%	17%	0%
Vision Insurance	0%	8%	0%
Life Insurance	0%	0%	0%
Sick Leave	0%	0%	0%
Vacation	0%	8%	0%
Retirement Plan	8%	8%	0%
Child Care	0%	0%	0%

*Percentage is based on 12 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Roofers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals and newspaper ads.

Employer Responses: 12 employers, representing 86 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 80 - 90 (Small)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

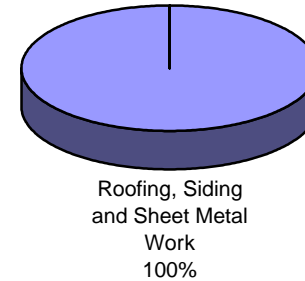
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	10
<u>Separations to 2004:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 12.5%, which is growing faster than the average new job growth rate of 10.9% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Journey Roofers

Related DOT Code: 866.381-010, 866.381-014, 866.684-010

Promotional Opportunities: May be promoted to estimator, foreperson, journey roofer, or superintendent

Turnover: Among employers surveyed, the rate is 40.7% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

SALESPERSONS -- PARTS**OES 490140**

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damages part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Please do not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. No employer surveyed indicates requiring training prior to employment.

Experience: Many employers report that they usually require work-related experience prior to employment. Employers tend to hire applicants with 6 - 48 months experience in the following: parts counter sales, inventory control, shipping & receiving, mechanics, customer service, other sales experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	95%
Dental Insurance:	74%
Vision Insurance:	47%
Life Insurance:	63%
Paid Vacation:	95%
Paid Sick Leave:	42%
Retirement Plan:	63%

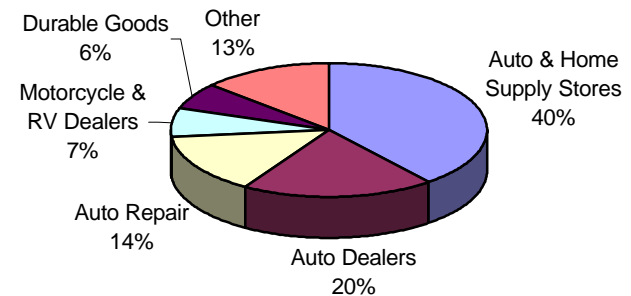
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Parts Salespersons work full-time, averaging 40 hours per week. A few work part-time, at an average of 19 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$13.00	\$6.75	\$9.00
New Hires, With Experience:	\$6.00 - \$14.50	\$8.63	\$12.00
After Three Years With Firm:	\$7.00 - \$20.17	\$11.00	\$16.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply sales techniques
Cash handling skills
Understanding of inventory techniques / bar coding
Ability to operate a cash register
Telephone answering skills / Oral communication skills
Ability to lift at least 50 lbs. repeatedly
Possession of mechanical aptitude
Willingness to work with close supervision
Ability to work independently
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Emerging skills include an increased knowledge of computers, especially in terms of point-of-sale computers and databases

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Counter Salesperson, Parts Counter Person, Salesperson, Parts Advisor, Sales Associate

Related DOT Code: 279.357-062, 277.357-050

Career Ladders: May be promoted to sales manager, service manager, service writer, inside or outside field sales positions

Nontraditional Occupation: Yes. Employers responding report that 11% of workers are female.

Turnover: Moderately High. The rate is 23.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and private employment agencies

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Salespersons -- Parts**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 200 -- Large

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	50
Total Openings:	80

Growth Trends: The new job growth rate for this occupation is 15.0%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Many expect employment to remain stable over this time period.

Employer Responses: 19 employers, representing 55 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SALESPERSONS -- RETAIL (EXCEPT VEHICLE SALES)**OES 490112**

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Among those responding, none indicate they require technical or vocational training prior to hire.

Experience: Some employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of retail sales or related experience.

Skills and Qualifications:

Able to actively look for ways to help people
 Able to talk to others to effectively convey information
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to use mathematics to solve problems
 Able to identify the nature of problems
 Able to communicate effectively with others in writing as indicated by needs of the audience
 Able to persuade others to approach things differently
 Understanding of inventory techniques
 Able to stand continuously for 2 or more hours
 Able to lift at least 50 pounds repeatedly
 Meet employer grooming standards
 Willing to work with close supervision
 Customer service skills

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$5.75 - 8.00	\$5.90
New Hires, W/ Experience	\$5.85 - 10.00	\$7.00
After Three Years W/ Firm	\$6.75 - 16.78	\$9.50

Hours Worked: Many Retail Salespersons work part-time at 20 hours per week. Many work full-time at an average of 39 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	6%	56%	13%	6%	0%
Dental Insurance	6%	6%	63%	13%	0%	0%
Vision Insurance	6%	6%	31%	13%	0%	0%
Life Insurance	13%	0%	6%	0%	0%	0%
Sick Leave	69%	19%	0%	0%	0%	0%
Vacation	75%	19%	0%	0%	0%	0%
Retirement Plan	6%	0%	44%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Salespersons -- Retail**
 Experienced applicants: Moderately Competitive
 Inexperienced applicants: Very Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, current employee referrals, and newspaper ads.

Employer Responses: 16 employers, representing 929 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 2,540 - 2,870 (Very Large)

Gender: Employers responding indicate 47% of workers are male, 53% are female.

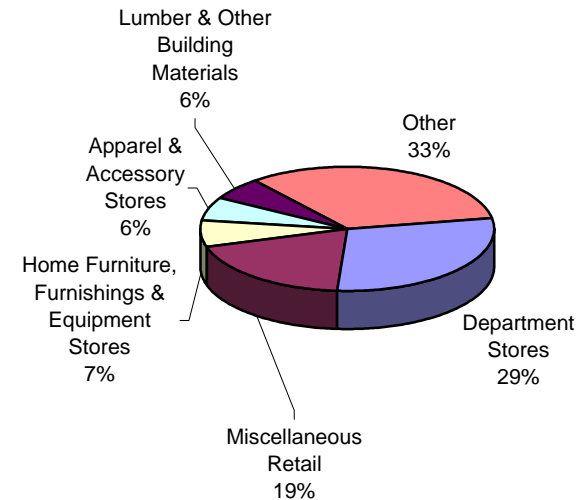
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	330
<u>Separations to 2004:</u>	640
Total Openings:	970

Growth Trends: The new job growth rate for this occupation is 13.0%, which is growing faster than the average new job growth rate of 10.9% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Sales Associate, Counter Person

Related DOT Code: 261.357-046, 261.357-050, 261.357-062, 261.357-066, 270.357-010, 270.357-030, 279.357-054

Promotional Opportunities: May be promoted to assistant manager, supervisor, floor supervisor, or department manager

Turnover: Among employers surveyed, the rate is 44.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: No. Employers responding indicate no unionization for this occupation.

SALES REPRESENTATIVES -- EXCEPT SCIENTIFIC AND RELATED**OES 490080**

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to hiring in this occupation. Some indicate they require an associate or bachelor's degree. Some express they do not require technical or vocational training prior to employment. Few employers will accept training as a substitute for experience, as a large emphasis is placed on previous sales experience.

Experience: All employers surveyed report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 12 - 36 months of proven sales experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	75%
Paid Vacation:	100%
Paid Sick Leave:	88%
Retirement Plan:	81%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers responding report that all Sales Representatives work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 11.97	\$8.46
New Hires, With Experience:	\$5.75 - 19.18	\$11.51
After Three Years With Firm:	\$7.67 - 28.77	\$14.38

*Almost all employers report that employees earn commission in addition to these wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Wholesale Trade -- Durable Goods	25.1%
Wholesale Trade -- Nondurable Goods	15.5%
Food & Kindred Products	4.8%
Lumber & Other Building Materials	4.8%
Industrial & Commercial Machinery	4.3%
Miscellaneous Retail Establishments	3.8%
Help Supply Services	3.4%
Paints & Allied Products	2.5%
Business Services	1.8%
Carpentry Work	1.6%
Other	32.4%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain and expand customer contacts
Ability to apply sales techniques
Record keeping skills
Ability to prepare and arrange sales contracts
Understanding of inventory techniques
Ability to possess a broad knowledge of pertinent industry
Verbal presentation skills
Ability to write effectively and legibly
Ability to demonstrate knowledge of specific products
Possession of a reliable vehicle
Willingness to travel
Ability to work independently
Exceptional customer skills
Report writing skills
Possession of a valid driver's license

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Sales Representatives -- Except Scientific**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 16 employers, representing 81 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Sales Manager, Sales Executive, Account Executive, Account Representative, Outside Sales Representative

Related DOT Code: 260.357-014, 261.357-034, 261.357-038, 274.357-014, 274.357-062, 275.357-034, 279.357-014

Career Ladders: May be promoted to sales manager, account manager, route manager, field sales representative

Nontraditional Occupation: Yes. Employers responding report that 20% of workers are female.

Turnover: The rate is 9.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding report no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 500 -- Very Large

Growth Projections:

New jobs through 2002:	60
<u>Separations to 2002:</u>	90
Total Openings:	150

Growth Trends: The new job growth rate for this occupation is 12.0%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many expect employment to remain stable over this period.

Gender: Employers responding indicate 80% of workers are male, 20% are female.

SHEET METAL WORKERS**OES 891320**

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Among those responding, none indicate they require or prefer technical or vocational training prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 24 - 36 months of sheet metal, welding, or related experience.

Skills and Qualifications:

Install equipment, machines, wiring, or programs to meet specifications
 Able to control operations of equipment or systems
 Able to inspect and evaluate the quality of products
 Able to determine the kind of tools and equipment needed to do a job
 Able to use mathematics to solve problems
 Able to repair machines or systems using the needed tools
 Able to identify the nature of problems
 Able to read blueprints
 Mechanical drawing & sheet metal working skills
 Welding skills
 Manual dexterity
 Good hand-eye coordination
 Able to stand continuously for 2 or more hours
 Able to lift at least 50 pounds repeatedly
 Willing to work with close supervision
 Spatial aptitude

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 9.00	\$8.50
New Hires, W/ Experience	\$8.00 - 16.00	\$10.00
After Three Years W/ Firm	\$10.00 - 19.00	\$12.50

Hours Worked: Among employers surveyed, all Sheet Metal Workers work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	10%	70%	0%
Dental Insurance	0%	50%	0%
Vision Insurance	0%	10%	0%
Life Insurance	0%	10%	10%
Sick Leave	30%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	10%	20%	0%
Child Care	0%	0%	0%

*Percentage is based on 10 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Sheet Metal Workers**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, walk-in applicants, and Employment Development Department.

Employer Responses: 10 employers, representing 25 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 120 - 140 (Medium)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

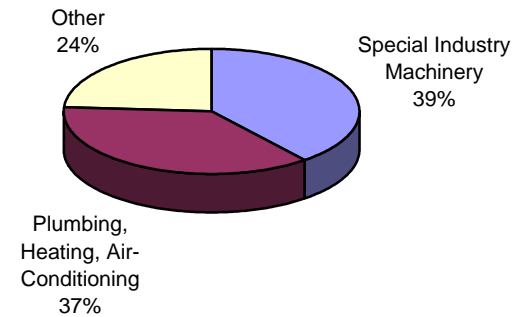
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	20
<u>Separations to 2004:</u>	20
Total Openings:	40

Growth Trends: The new job growth rate for this occupation is 16.7%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Sheet Metal Fabricator, Sheet Metal Installer, Metal Worker

Related DOT Code: 804.281-010, 804.281-014

Promotional Opportunities: May be promoted to crew chief or supervisor

Turnover: Among employers surveyed, the rate is 24.0% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

SOCIAL WORKERS -- MEDICAL AND PSYCHIATRIC**OES 273020**

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Please include Chemical Dependency Counselors.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require at least a bachelor's degree prior to hiring in this occupation. Most require or prefer additional training, such as: substance abuse certification, domestic violence experience, or Alzheimer training. Many require a master's degree. Though not required by all, to be licensed as a clinical social worker (LCSW), an additional 3,200 hours of supervised postgraduate experience is required by the state.

Experience: All employers surveyed report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 12 - 60 months of previous social work-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	75%
Dental Insurance:	69%
Vision Insurance:	44%
Life Insurance:	63%
Paid Vacation:	69%
Paid Sick Leave:	56%
Retirement Plan:	56%

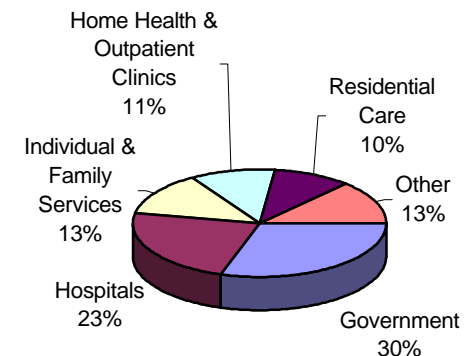
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Medical & Psychiatric Social Workers work part-time averaging 21 hours per week. Some work full-time at an average of 41 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.35 - 20.00	\$12.16
New Hires, With Experience:	\$7.35 - 25.00	\$13.91
After Three Years With Firm:	\$8.00 - 26.79	\$17.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Understanding of court proceedings
Record keeping skills
Knowledge of veterans services
Ability to treat substance abuse
Keeping apprised of changes in chemical dependency treatment
Knowledge of family social work
Knowledge of Alzheimers Disease
Possession of a valid driver's license
Knowledge of protective services for children and adults
Psychiatric social work skills
Ability to interview other for information
Understanding of a variety of cultures
Possession of a clean police record
Ability to apply complex rules and regulations
Ability to maintain confidentiality and exercise professionalism
Ability to write effectively and legibly

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Medical & Psychiatric Social Workers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 96 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Substance Abuse Counselor, Chemical Dependency Couns., Psychiatric Worker, Mental Health Couns.

Related DOT Code: 045.107-058, 195.107-030, 195.107-034

Career Ladders: May be promoted to supervising clinician, supervising social worker, case management supervisor, mental health superintendent, or director of behavioral health

Nontraditional Occupation: No. Employers responding report that 64% of the workers are female.

Turnover: Among employers surveyed, the rate is 20.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report their workers are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 180 -- Medium

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	30
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth.

Gender: Employers responding indicate 36% of workers are male, 64% are female.

SYSTEMS ANALYSTS -- ELECTRONIC DATA PROCESSING**OES 251020**

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school degree or equivalent. Most indicate they require at least an associate's degree. Some report they require a bachelor's degree. Almost all employers indicate they require or prefer technical training prior to hiring in this occupation. Specific training requirements vary widely, but employers highlight the following: college degree in computer information systems, management information systems, or computer science. Further, database training, A+ certification, and knowledge of various platforms are all sought after.

Experience: Among those responding, all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months experience as a systems analyst.

Skills and Qualifications:

Able to understand written sentences and paragraphs in work documents
 Able to write computer programs for various purposes
 Able to determine what is causing an operating error and deciding what to do about it
 Able to conduct tests to determine whether equipment, software, or procedures are operating as expected
 Able to identify the nature of problems
 Able to analyze needs and product requirements to create a design
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to know how to find information and identify essential information
 Able to develop approaches for implementing an idea
 Able to use logic and analysis to identify the strengths and weaknesses of different approaches
 Able to find ways to structure or classify multiple pieces of information

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.51 - 19.18	\$11.93
New Hires, W/ Experience	\$8.00 - 27.88	\$14.72
After Three Years W/ Firm	\$13.81 - 30.00	\$26.37

Hours Worked: Almost all Systems Analysts work full-time averaging 42 hour per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	63%	38%	0%
Dental Insurance	56%	19%	6%
Vision Insurance	50%	13%	6%
Life Insurance	56%	19%	6%
Sick Leave	94%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	44%	38%	6%
Child Care	6%	0%	6%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Systems Analysts**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, the Internet, current employee referrals, and in-house promotion or transfer.

Employer Responses: 16 employers, representing 67 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 100 - 160 (Medium)

Gender: Employers responding indicate 70% of workers are male, 30% are female.

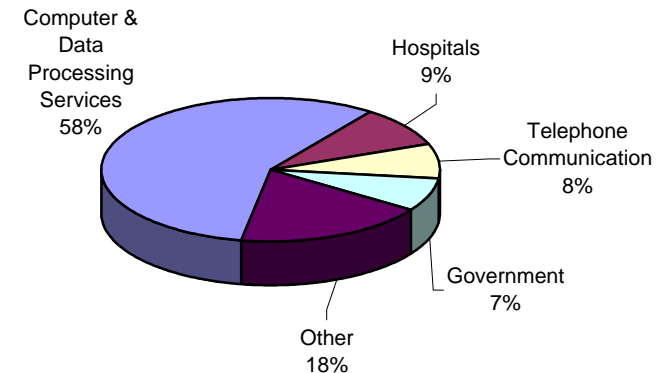
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	60
<u>Separations to 2004:</u>	10
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 60.0%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many anticipate growth to remain stable over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Network Analyst, Network Engineer, Information Systems Analyst, Director of Information Systems, Information Systems Administrator, Technical Consultant

Related DOT Code: 030.162-014, 030.162-022, 030.167-014, 033.262.010, 109.067-010

Promotional Opportunities: May be promoted to senior systems analyst, project manager, team leader, supervisor of information services, information systems director, senior consultant, or software engineer

Turnover: Among employers surveyed, the rate is 7.5% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

TEACHERS AND INSTRUCTORS -- VOCATIONAL EDUCATION AND TRAINING**OES 313140**

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Does not include correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. Some indicate they require a college degree. Most report they require technical or vocational training prior to hire. This training may be in the form of achieving an instructor's license, completing college course work, or gaining necessary computer training.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 36 months of prior experience as a vocational education and training teacher or instructor.

Skills and Qualifications:

Able to talk to others to effectively convey information
 Able to teach others how to do something
 Able to listen to what others are saying and ask questions as appropriate
 Able to use multiple approaches when learning or teaching new things
 Able to understand written sentences and paragraphs in work documents
 Able to communicate effectively with others in writing as indicated by the needs of the audience
 Able to develop approaches for implementing an idea
 Able to weigh the relative costs and benefits of a potential action
 Able to know how to find information and identify essential information
 Able to identify the things that must be changed to achieve a goal
 Knowledge of Occupational Safety & Health Administration standards
 Able to work under pressure
 Able to perform advanced mathematical computations

WAGES AND BENEFITSWages:

	Non-Union	Union	Non-Union	Union
	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience	\$7.00 - 15.00	Insufficient Data	\$9.50	\$22.37
New Hires, W/ Experience	\$6.90 - 15.00	\$24.98 - 27.87	\$9.53	\$26.43
After Three Years W/ Firm	\$10.00 - 20.00	\$25.57 - 31.17	\$12.95	\$28.37

Hours Worked: Many Vocational Education and Training Teachers and Instructors work full-time averaging 38 hours per week. Some work part-time at an average of 19 hours weekly. A few work seasonally at an average of 8 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	25%	0%	13%	13%	0%	0%
Dental Insurance	25%	0%	0%	0%	0%	0%
Vision Insurance	25%	0%	0%	0%	0%	0%
Life Insurance	13%	0%	0%	0%	0%	0%
Sick Leave	25%	13%	0%	0%	0%	0%
Vacation	25%	13%	0%	0%	0%	0%
Retirement Plan	13%	0%	25%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

*Percentage is based on 8 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Vocational Education Teachers & Instructors**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, walk-in applicants, newspaper ads, and the Internet.

Employer Responses: 8 employers, representing 61 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 340 - 380 (Large)

Gender: Employers responding indicate 46% of workers are male, 54% are female.

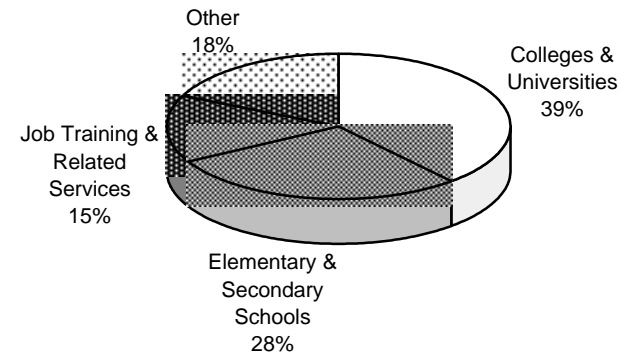
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	40
<u>Separations to 2004:</u>	20
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 11.8%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 10.9%. All employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Career Planning Instructor, Facilitator, Flight Instructor

Related DOT Code: 090.222-010, 097.221-010, 099.227-030, 166.221-010, 689.324-010, 788.222-010, 522.264-010

Promotional Opportunities: Employers responding do not report any promotional opportunities.

Turnover: Among employers surveyed, the rate is 9.8% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Some employers surveyed report their employees are unionized.

TEACHERS -- ELEMENTARY SCHOOL**OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report that they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Almost all employers report that they do not require but prefer work-related experience. They indicate a preference for hiring applicants with 12 - 36 months of teaching experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	88%
Vision Insurance:	81%
Life Insurance:	56%
Paid Vacation:	31%
Paid Sick Leave:	94%
Retirement Plan:	75%

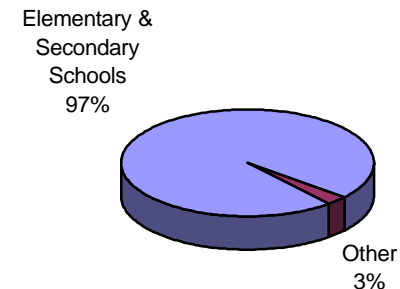
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Elementary School Teachers work full-time for an average of 38 hours per week. Few work part-time averaging 18 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$9.59 - 11.60	\$11.51 - 15.17	\$13.38
New Hires, With Experience:	\$8.00 - 11.94	\$14.11 - 19.18	\$14.38
After Three Years With Firm:	\$9.00 - 16.78	\$12.95 - 25.41	\$15.61

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to connect with young students
Audiovisual teaching skills
Artistic skills
Musical skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer first aid
Possession of a state teachers' certificate
Ability to read and write effectively
Problem solving skills
Effective communication / interpersonal skills
Possession of a clean police record
Ability to exercise patience
Understanding of a variety of cultures

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Teacher, Classroom Teacher

Related DOT Code: 092.227-010, 092.227-014

Career Ladders: May be promoted to principal or other administrative position

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: Among employers surveyed, the rate is 8.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges/universities, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Elementary School Teachers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 16 employers, representing 952 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 820 -- Very Large

Growth Projections: New jobs through 2002: 110
Separations to 2002: 120
Total Openings: 230

Growth Trends: The new job growth rate for this occupation is 13.4%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate a decline in growth over this period.

Gender: Employers responding indicate 18% of workers are male, 82% are female.

TEACHERS, PRESCHOOL**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

EMPLOYER REQUIREMENTS

Education and Training: Among those surveyed, all employers report they require at least a high school diploma or equivalent. All responding indicate they require technical or vocational training prior to hire. Employers generally express this training as the completion of 12 units of early childhood education.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 6 - 12 months of preschool teaching or other childcare-related experience.

Skills and Qualifications:

Able to speak to others to effectively convey information
 Able to use multiple approaches when learning or teaching new things
 Able to teach others how to do something
 Being aware of others' reactions and understanding why they react the way they do
 Able to listen to what others are saying and ask questions as appropriate
 Able to understand written sentences and paragraphs in work documents
 Able to assess how well one is doing when learning or doing something
 Able to adjust actions in relation to others' actions
 Able to develop approaches for implementing an idea
 Able to manage one's own time and the time of others
 Able to administer emergency first aid
 Possession of a clean police record
 Understanding of a variety of cultures

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.00 - 8.48	\$6.75
New Hires, W/ Experience	\$6.00 - 9.59	\$7.00
After Three Years W/ Firm	\$7.00 - 10.55	\$8.50

Hours Worked: Many Preschool Teachers work full-time averaging 40 hours per week. Many work part-time averaging 22 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid		Shared Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	7%	27%	0%	0%	0%
Dental Insurance	13%	7%	20%	0%	0%	0%
Vision Insurance	13%	7%	13%	0%	0%	0%
Life Insurance	13%	7%	0%	0%	0%	0%
Sick Leave	33%	13%	0%	0%	0%	0%
Vacation	40%	7%	0%	0%	0%	0%
Retirement Plan	13%	7%	7%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Preschool Teachers**

Experienced applicants: Not Competitive

Inexperienced applicants: Not Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, college & universities, and current employee referrals.

Employer Responses: 15 employers, representing 150 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 300 - 340 (Large)

Gender: Employers responding indicate 19% of workers are male, 81% are female.

Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

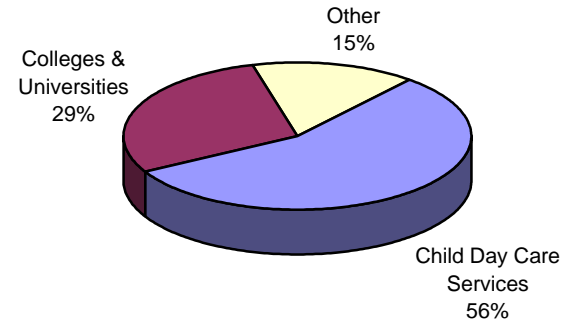
New jobs through 2004: 40

Separations to 2004: 40

Total Openings: 80

Growth Trends: The new job growth rate for this occupation is 13.3%, which is growing faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Assistant Teacher, Teacher

Related DOT Code: 092.227-018

Promotional Opportunities: May be promoted from assistant teacher to teacher, from teacher to coordinator; may be promoted to supervisor

Turnover: Among employers surveyed, the rate is 25.3% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

TEACHERS -- SECONDARY SCHOOL**OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers report they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Secondary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Most employers report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 24 - 36 months of prior teaching experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	29%
Paid Vacation:	14%
Paid Sick Leave:	100%
Retirement Plan:	71%

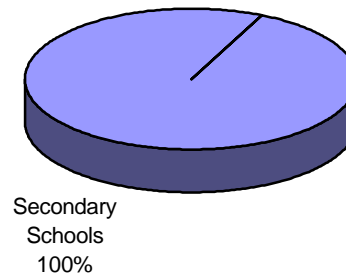
*Percentage is based on 7 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Secondary School Teachers work full-time averaging 36 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$12.47 - 17.01	\$15.17
New Hires, With Experience:	\$14.38 - 19.13	\$15.82
After Three Years With Firm:	\$17.10 - 23.01	\$18.22

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Audiovisual teaching skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer emergency first aid
Possession of a state teacher's credential
Ability to write effectively and legibly
Problem solving skills
Understanding of a variety of cultures
Possession of a clean police record
Ability to connect with students
Oral communication skills / public contact skills
Ability to work under pressure
Ability to exercise patience
Coaching skills are desirable
Bilingual skills are desirable

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges or universities, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X

The Job Market for: **Secondary School Teachers**
Experienced applicants: Not Available
Inexperienced applicants: Very Competitive

Employer Responses: 7 employers, representing 602 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: High School Teacher, Secondary Classroom Teacher

Related DOT Code: 091.227-010, 091.221-010

Career Ladders: May be promoted to principal or other administrative positions

Nontraditional Occupation: No. Employers responding report that 48% of workers are female.

Turnover: Among employers surveyed, the rate is 10.8% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 690 -- Very Large

Growth Projections:

New jobs through 2002:	150
<u>Separations to 2002:</u>	140
Total Openings:	290

Growth Trends: The new job growth rate for this occupation is 21.7%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 52% of workers are male, 48% are female.

TEACHERS -- SPECIAL EDUCATION**OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All new hires possess a bachelor's degree. Most of these have pursued graduate level work. Graduate study is consistent with the State of California's credentialing requirements for Special Education Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Many employers report that they usually or always require work-related experience. They tend to hire applicants with 10 - 24 months of prior teaching experience. Those not requiring previous experience still require student teaching, in accordance with state regulations.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	27%
Paid Vacation:	27%
Paid Sick Leave:	100%
Retirement Plan:	100%

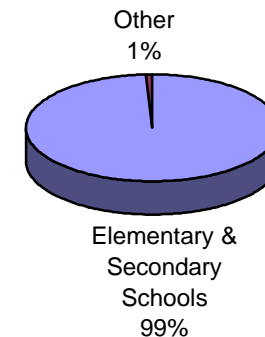
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Special Education Teachers work full-time averaging 39 hours per week.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$16.43 - \$16.43	\$11.71 - \$15.48	\$16.43	\$13.63
New Hires, With Experience:	\$16.43 - \$16.43	\$14.42 - \$23.97	\$16.43	\$15.54
After Three Years With Firm:	\$16.93 - \$16.93	\$14.99 - \$24.93	\$16.93	\$18.17

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sign language skills
Ability to read braille
Ability to read lips
Ability to teach physical education
Ability to use computers as a teaching tool
Classroom management skills
Ability to plan and organize training programs
Ability to write effectively
Ability to handle crisis situations
Willingness to travel
Imagination and creativity
Ability to work independently
Ability to maintain classroom discipline
Ability to exercise patience
Emerging skills place an emphasis on computer literacy

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Resource Specialist Teacher, Special Day Class Teacher

Related DOT Code: 099.227-042, 094.224-010, 094.224-014, 094.224-018, 094.227-022, 094.227-030

Career Ladders: May be promoted to principal, vice principal, or other administrative position

Nontraditional Occupation: No. Employers responding report that 71% of the workers are female.

Turnover: Moderately Low. The rate is 9.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Almost all employers surveyed report they are unionized. Almost all employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, public school or program referrals, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Special Education Teachers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 200 -- Large

Growth Projections:

New jobs through 2000:	70
<u>Separations to 2000:</u>	20
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 35.0%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 11 employers, representing 126 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TRUCK DRIVERS -- HEAVY OR TRACTOR TRAILER**OES 971020**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Almost all indicate they require technical or vocational training from a truck driving school prior to hire.

Experience: Most employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 24 months of trucking or trucking-related experience.

Skills and Qualifications:

Able to operate a fork lift
 Able to read invoices
 Record keeping skills
 Able to drive trucks long distances
 Able to load and unload freight
 Able to meet Interstate Commerce Commission requirements
 Possession of a Class A driver's license
 Possession of a Class B driver's license
 Knowledge of local streets
 Able to pass a pre-employment medical examination
 Able to lift at least 75 pounds repeatedly
 Able to work independently
 Possession of a good Department of Motor Vehicles driving record
 Able to read and follow instructions
 Able to read a road map

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$11.97 - 24.57	\$14.00
New Hires, W/ Experience	\$8.00 - 20.00	\$13.50
After Three Years W/ Firm	\$10.00 - 21.25	\$14.49

Hours Worked: Most Truck Drivers work full-time averaging 44 hours per week. A few work part-time averaging 24 hours weekly.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	53%	20%	0%
Dental Insurance	20%	7%	0%
Vision Insurance	20%	7%	0%
Life Insurance	47%	0%	0%
Sick Leave	13%	0%	0%
Vacation	87%	0%	0%
Retirement Plan	7%	27%	0%
Child Care	0%	0%	0%

*Percentage is based on 15 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Truck Drivers -- Heavy or Tractor Trailer**
 Experienced applicants: Not Competitive
 Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employer Responses: 15 employers, representing 143 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 490 - 600 (Very Large)

Gender: Employers responding indicate 99% of workers are male, 1% are female.

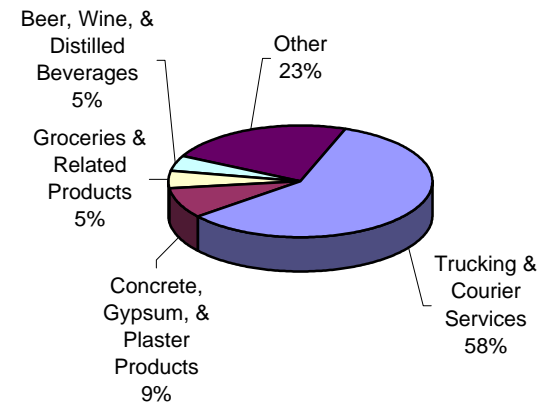
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	110
<u>Separations to 2004:</u>	50
Total Openings:	160

Growth Trends: The new job growth rate for this occupation is 22.4%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Mover

Related DOT Code: 900.683-010, 902.683-010, 903.683-018, 904.383-010, 904.683-010, 905.663-010, 905.663-014

Promotional Opportunities: May be promoted to dispatcher, or supervisor

Turnover: Among employers surveyed, the rate is 18.9% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

TRUCK DRIVERS, LIGHT -- INCLUDE DELIVERY AND ROUTE**OES 971050**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require a high school diploma or equivalent prior to hiring an applicant in this occupation. Few indicate they require vocational or technical training prior to employment. However, some employers report that they will accept training as a substitute for experience. A few indicate that a hazardous materials certificate is a requirement.

Experience: Many employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of prior truck driving experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	82%
Dental Insurance:	53%
Vision Insurance:	53%
Life Insurance:	29%
Paid Vacation:	82%
Paid Sick Leave:	65%
Retirement Plan:	53%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Light Truck Drivers work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 9.00	\$7.00
New Hires, With Experience:	\$5.75 - 9.00	\$7.00
After Three Years With Firm:	\$6.50 - 12.00	\$8.88

*Few firms indicate they pay commission and/or safety awards in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Motor Freight Transportation	10.8%
Individual & Family Services	9.3%
Automotive Repair, Services & Parking	8.4%
Newspapers	4.8%
Home Furniture, Furnishings & Equipment	4.8%
Eating Places	4.2%
Automotive Dealers	4.2%
Building Materials, Hardware, Garden	3.2%
Linen Supply	3.2%
Business Services	2.4%
Air Courier Services	2.0%
Other	24.7%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Ability to read invoices
Record keeping skills
Ability to load and unload freight
Map reading skills
Possession of a valid Class A driver's license
Possession of a valid Class B driver's license
Knowledge of local streets
Ability to pass a pre-employment medical examination
Ability to lift at least 75 lbs. repeatedly
Ability to work independently
Possession of a good DMV driving record
Ability to read and follow instructions
Oral communication skills
Customer service skills / people skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Driver, Delivery Driver, Warehouse Person, Receiving Person

Related DOT Code: 906.683-010, 906.683-014, 906.683-018, 906.683-022, 913.663-018, 919.663-022

Career Ladders: May be promoted to warehouse clerk, route supervisor, foreman, dispatcher, salesperson, branch manager

Nontraditional Occupation: Yes. Employers responding report that 12% of workers are female.

Turnover: The rate is 39.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their workers are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, walk-in applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Truck Drivers -- Light**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 98 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 440 -- Very Large

Growth Projections: New jobs through 2002: 70
Separations to 2002: 50
Total Openings: 120

Growth Trends: The new job growth rate for this occupation is 15.9%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Many employers responding report their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth.

Gender: Employers responding indicate 88% of workers are male, 12% are female.

WELDERS AND CUTTERS**OES 939140**

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYER REQUIREMENTS

Education and Training: Many employers report they require a high school diploma or equivalent. Most indicate they require or prefer technical or vocational training in welding prior to hire.

Experience: Almost all employers report they require or prefer work experience in this occupation. They tend to hire applicants with 12 - 36 months of previous welding or welding-related experience.

Skills and Qualifications:

Able to inspect and evaluate the quality of products
 Able to read blueprints
 Able to read working drawings
 Arc & gas welding skills
 Able to use precision tools and other equipment needed to do a job
 Able to perform routine maintenance and determine when and what type of maintenance is needed
 Able to install equipment, machines, wiring, or programs to meet specifications
 Possession of mechanical aptitude
 Able to use mathematics to solve problems
 Able to work continuously for 2 or more hours
 Able to work in awkward positions
 Able to work independently
 Able to write legibly

WAGES AND BENEFITS

<u>Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50 - 10.00	\$7.78
New Hires, W/ Experience	\$7.50 - 12.50	\$9.25
After Three Years W/ Firm	\$9.00 - 18.00	\$12.75

Hours Worked: Almost all Welders & Cutters work full-time averaging 40 hours per week.

Benefits (% of Employers* Offering Benefits):

	Employer Paid	Shared Cost	Employee Pays All
Medical Insurance	31%	63%	0%
Dental Insurance	25%	56%	6%
Vision Insurance	13%	31%	0%
Life Insurance	31%	6%	0%
Sick Leave	50%	0%	0%
Vacation	94%	0%	0%
Retirement Plan	6%	75%	0%
Child Care	0%	0%	0%

*Percentage is based on 16 employers responding to this particular question.

EMPLOYMENT TRENDS

Supply and Demand:

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Welders and Cutters**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and colleges & universities.

Employer Responses: 16 employers, representing 199 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

Size of Occupation:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

Size of Employment: 280 - 330 (Large)

Gender: Employers responding indicate 100% of workers are male, 0% are female.

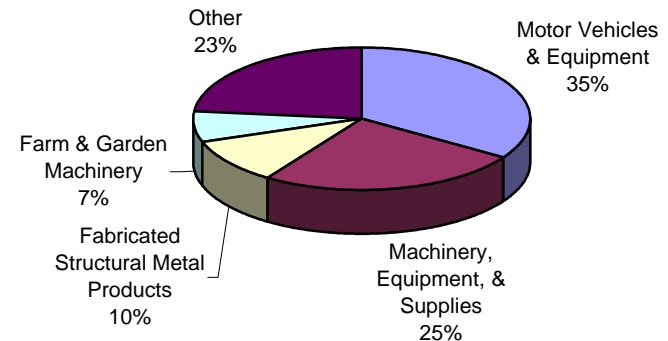
Projections:

EDD OCCUPATIONAL PROJECTIONS -- 1997 TO 2004

New jobs through 2004:	50
<u>Separations to 2004:</u>	50
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 17.9%, which is growing much faster than the average new job growth rate of 10.9% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Where The Jobs Are



OTHER INFORMATION:

Alternate Job Titles: Certified Welder

Related DOT Code: 810.384-014, 811.684-014, 819.361-010, 819.361-014, 819.384-010, 819.684-010, 810.384-010

Promotional Opportunities: May be promoted to supervisor, foreperson, or field supervisor

Turnover: Among employers surveyed, the rate is 14.1% for employees in this occupation over the past 12 months.

Union/Collective Bargaining: Yes. Few employers surveyed report their employees are unionized.

2000 - 2001

BUTTE COUNTY

TRAINING

DIRECTORY

OVERVIEW

The *2000/2001 Butte County Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the Private Industry Council of Butte County, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is an interagency committee created by federal and state law to promote the development, distribution and use of occupational, labor market and career information. The COICC also supports training to enhance the skills of those in the career development and workforce preparation communities. Its primary responsibility is to coordinate the development of an occupational information system that will serve the needs of vocational education, employment and training programs, and career guidance. Additionally, the COICC facilitates coordination and communication among and between the developers and users of occupational information.

The purpose of this directory is to provide basic information on the training programs available to residents of Butte County. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout Butte County.
- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Local Training Providers

Training is provided in the county for these occupations that were surveyed in 2000. Please refer to updated course catalogs or contact providers directly for current information. Information about the training programs may be found on the following pages:

Automotive Mechanics

Butte Community College
Butte County Regional Occupational Program

Child Care Workers

Butte Community College
California State University, Chico

Combined Food Preparation and Service Workers

Butte Community College
Butte County Regional Occupational Program

Computer Support Specialists

Butte Community College
Butte County Regional Occupational Program
California State University, Chico
Computer Learning Center
Computer and Tutors
Oroville Adult School

Hosts, Hostesses -- Restaurant, Lounge or Coffee Shop

Butte Community College
Butte County Regional Occupational Program

Instructors and Coaches -- Sports and Physical Training

Butte Community College
California State University, Chico

Recreation Workers

Butte Community College
Butte County Regional Occupational Program
California State University, Chico

Respiratory Care Practitioners

Butte Community College

Salespersons -- Retail (Except Vehicle Sales)

Butte County Regional Occupational Program
J K Hannis Marketing & Training

Sheet Metal Workers

Butte Community College
Butte County Regional Occupational Program
Oroville Adult School

Systems Analysts -- Electronic Data Processing

Butte Community College
Butte County Regional Occupational Program
California State University, Chico
Computer Learning Center
Computer and Tutors
Oroville Adult School

Teachers and Instructors -- Vocational Education and Training

Butte Community College

Teachers -- Preschool

Butte Community College
California State University, Chico

Truck Drivers -- Heavy or Tractor Trailer

Foster Elite Truck Driving School

Welders and Cutters

Butte Community College
Butte County Regional Occupational Program
Oroville Adult School

Training is not provided within the county for these occupations that were surveyed in 2000:

Dispatchers -- Except Police, Fire, and Ambulance
Heating, Air Conditioning, and Refrigeration Mechanics
Painters, Paperhangers -- Construction and Maintenance
Personal and Home Care Aides
Roofers

Butte Community College

3536 Butte Campus Drive, Oroville, CA 95965

Phone: (530) 895-2361

Fax: (530) 895-2411

Internet Address: www.butte.cc.ca.us

E-mail: Admissions@butte.cc.ca.us

Available Services:

Career Counseling

Counseling

Distance Learning

English As Second Language Services

Financial Aid

Job Placement

On-Site Child Care

Veteran Approved

Occupational Objective:

Auto/Automotive Mechanic/Technician

Child Development, Care Guidance

Computer and Information Sciences, General

Educational/Instructional Media Technology/ Technician

Family/Consumer Resource Management, Other

Food and Beverage/Restaurant Operations Manager

Institutional Food Services Administrator

Parks, Recreation and Leisure Facilities Management

Physical Education Teaching and Coaching

Pre-elementary/Early Childhood/Kindergarten Teacher Education

Respiratory Therapy Technician

Welder/Welding Technologist

Butte County Regional Occupational Program

9341 A Midway, Durham, CA 95938

Phone: (530) 891-2929

Fax: (530) 891-2909

Internet Address: www.bcoe.butte.k12.ca.us

E-mail: kgreenma@bcoe.butte.k12.ca.us

Available Services:

Career Development

Counseling

Job Placement

Occupational Objective:

Auto/Automotive Body Repairer

Computer and Information Sciences, General

General Selling Skills and Sales Operations

Institutional Food Workers and Administrators, General

Recreation Products/Services Marketing Operations

Welder/Welding Technologist

California State University, Chico

400 West First Street, Chico, CA 95929

Phone: (530) 898-6101

Fax: (530) 898-4381

Internet Address: www.csuchico.edu

E-mail: ADMISSIONS_STUDENT@macgate.csuchi

Available Services:

Career Development
Counseling
Distance Learning
English As Second Language Services
Financial Aid
Job Placement
On-Site Child Care
Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Child Development, Care and Guidance
Computer Science
Information Science and Systems
Parks, Recreation, and Leisure Facilities Management
Physical Education Teaching and Coaching

Computer Learning Center

2201 Pillsbury Road Suite E-2, Chico, CA 95926
Phone: (530) 345-4444
Fax: (530) 345-4454
Internet Address: www.computerlearningcenter.com
E-mail: support@computerlearningcenter.com

Occupational Objective:

Computer and Information Sciences, General

Computers and Tutors

9287 D Midway, Durham, CA 95938
Phone: (530) 342-5282
Fax: (530) 342-5282
E-mail: margij@hotmail.com

Available Services:

Open Entry/Open Exit
Veteran Approved

Occupational Objective:

Computer and Information Sciences, General

Foster Elite Truck Driving School

5015 Feather River Boulevard, Oroville, CA 95966
Phone: (530) 927-3535
Fax: (530) 527-5427
E-mail: Fosterelite@tco.net

Available Services:

Counseling
Financial Aid
English As Second Language Services
Job Placement
Veteran Approved

Occupational Objective:

Truck, Bus and Other Commercial Vehicle Operator

J K Hannis Marketing & Training

1362 Esplanade, Chico, CA 95926

Phone: (530) 342-0315

Fax: (530) 343-7275

E-mail: jkhannis@sunset.net

Computer and Information Sciences, General
Welder/Welding Technologist

Available Services:

Career Development

Open Entry/Open Exit

Occupational Objective:

General Retailing Operations

Oroville Adult School

2060 Second Street, Oroville, CA 95966

(530) 534-7912

Fax: (530) 534-8546

E-mail: drobinso@ben.bcoe.butte.k12.ca.us

Available Services:

Counseling

English As Second Language Services

Open Entry/Open Exit

Veteran Approved

Occupational Objective: